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User's Manual

Project name: TrueLoaded

Module: Catalog_Products

osCommerce modules
Integration with ERP systems
Services
Skins

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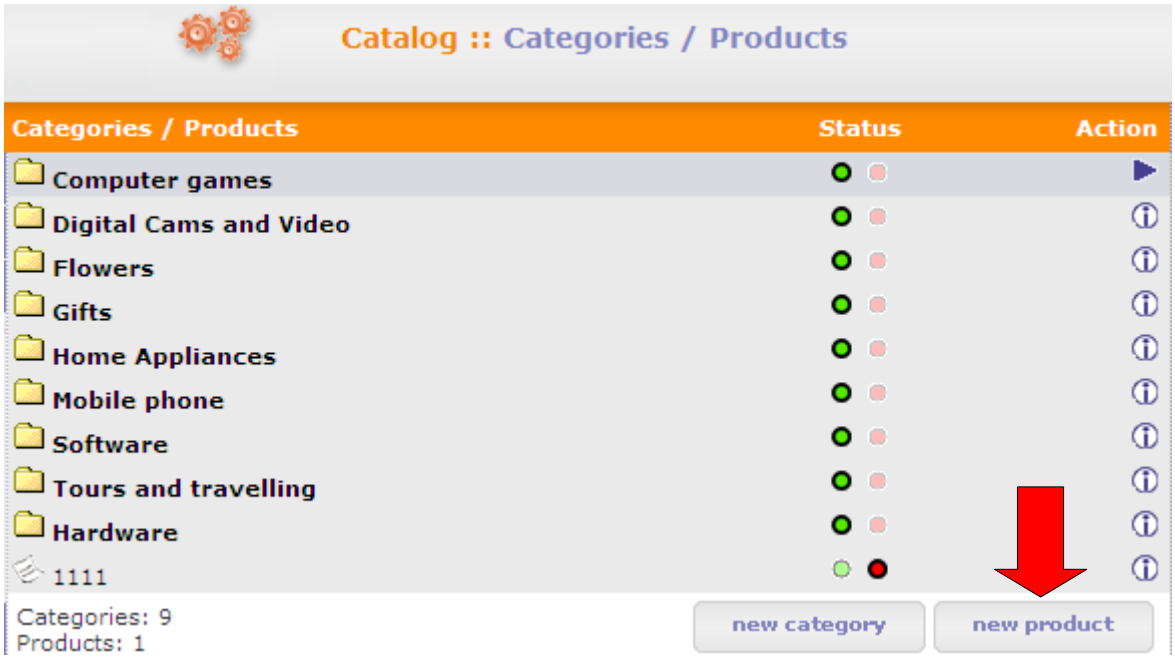
Introduction

The individual products for the store are listed in Catalog > Products section giving the price, quantity, status, and actions to take for each product.

Adding/Editing Product General Features

1. Go to Admin Panel of the web-store and click the **Catalog** link.

2. Click the **New Product** button below the Categories/Products list to create a new product.



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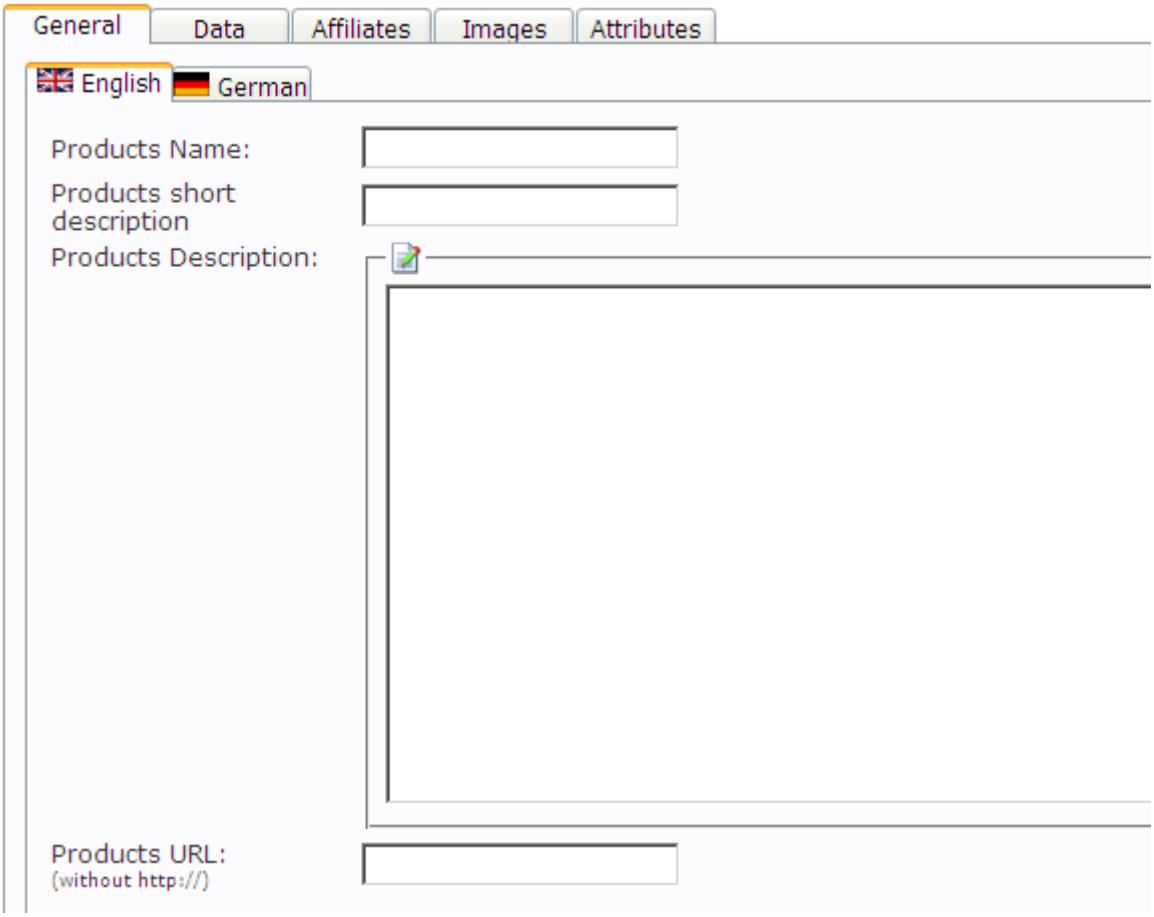
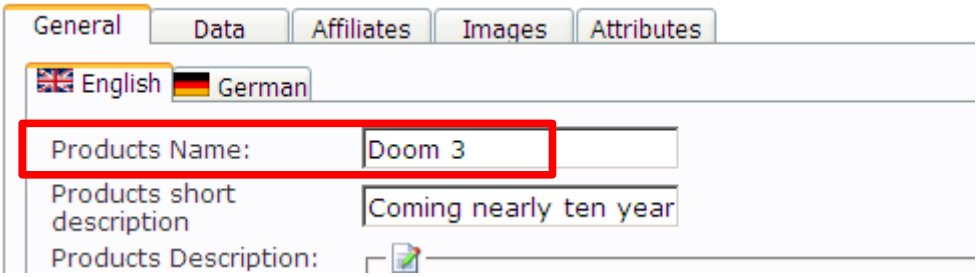
The first screen of the "New Product " area is the **General** tab showing the following details: **Product Name**, **Product Short** and **Full Descriptions**, and **Product URL**.



3. In the **Product Name** field, specify a name of a product to display on the product's info page.

In the "back end":



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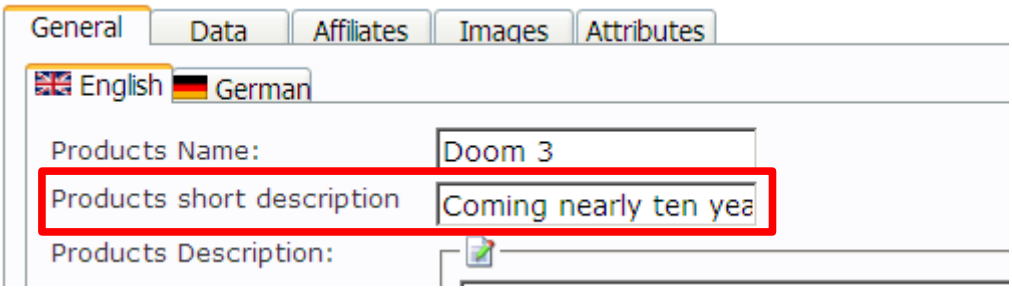
In the "front end":

4. In the **Product short description** field, specify a short description of a product to display below the product's name.

In the "back end":



In the "front end":

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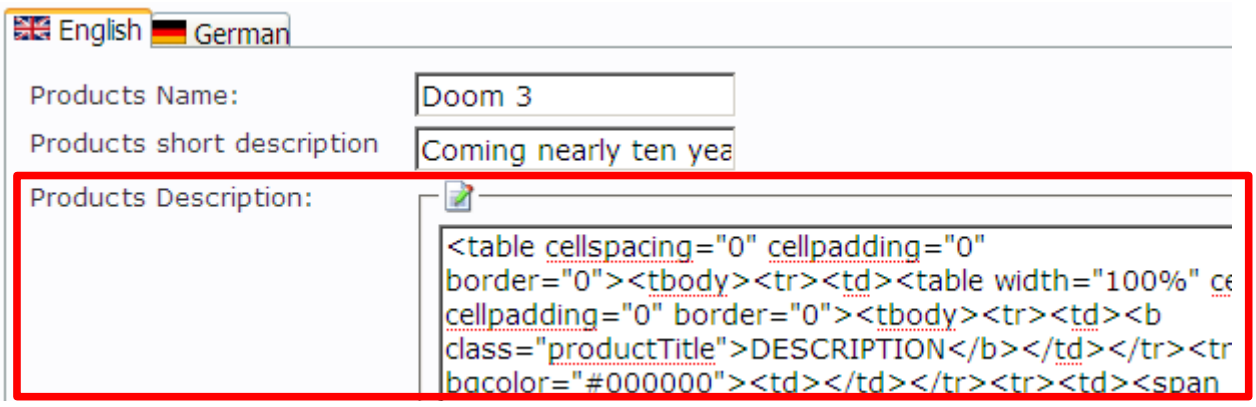
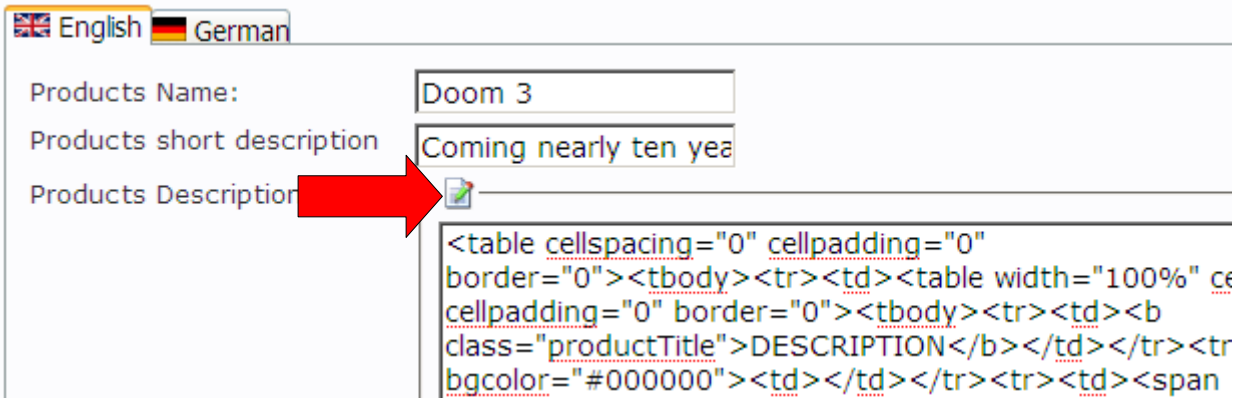
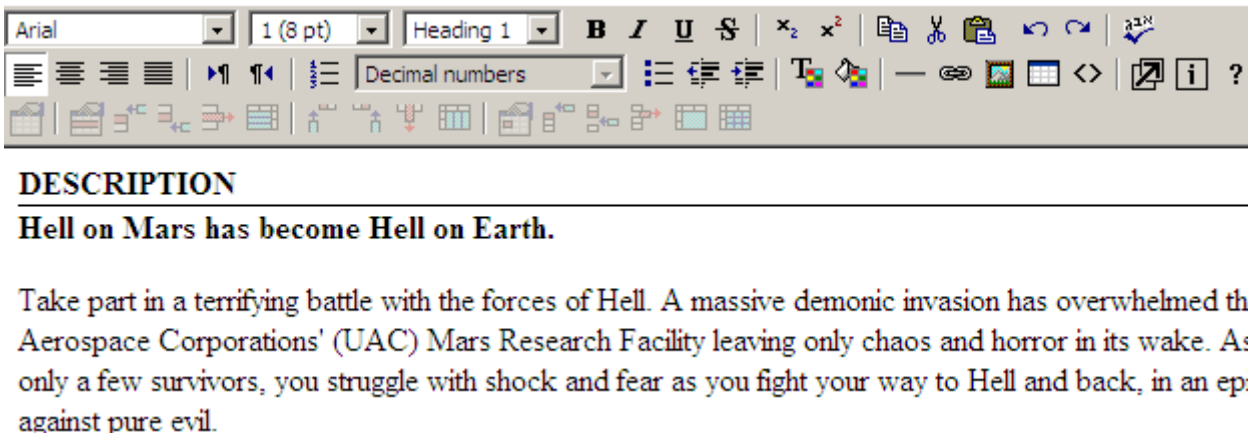
5. In the **Product Description** box you can type detailed description of the product.



You can also use the **WYSIWYG Editor** to create more perfect description. To open the Editor in a popup window, click the "*WYSIWYG"* icon at the top of the box.



6. In the WYSIWYG Editor you can change the font, size, and color of your text, as well as insert image, web link, etc. Make your changes and click the **Save** button. If you do not want to save changes, click the **Cancel** button.


Arial
1 (8 pt)
Heading 1
Decimal numbers
DESCRIPTION
Hell on Mars has become Hell on Earth.
Take part in a terrifying battle with the forces of Hell. A massive demonic invasion has overwhelmed th
Aerospace Corporations' (UAC) Mars Research Facility leaving only chaos and horror in its wake. As
only a few survivors, you struggle with shock and fear as you fight your way to Hell and back, in an ep
against pure evil.

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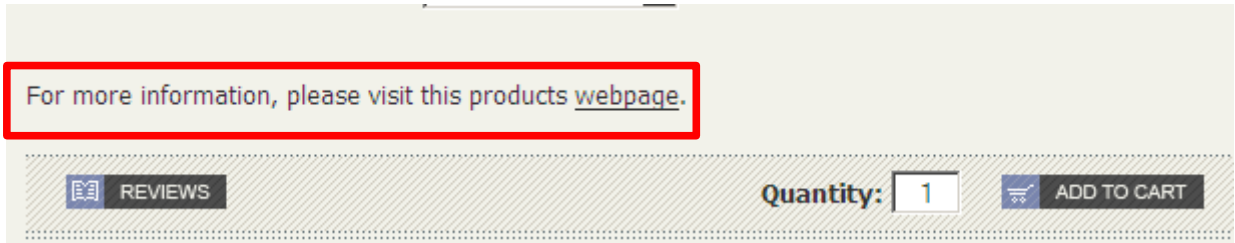
Detailed description of the product will show up on the product info page.

DOOM 3
Model:D3
£75.00 £111.00
Enlarge
DESCRIPTION
Hell on Mars has become Hell on Earth.
Take part in a terrifying battle with the forces of Hell. A massive demonic invasion has overwhelmed the Union Aerospace Corporations' (UAC) Mars Research Facility leaving only chaos and horror in its wake. As one of only a few survivors, you struggle with shock and fear as you fight your way to Hell and back, in an epic clash against pure evil.
"A masterpiece of the art form." PC Gamer
FEATURES

7. In the **Product URL** field, specify a weblink to external source of the product (if any) without 'http://'.

The link will show up at the bottom of the product info box, at the end of the following text: "*For more information, please visit this product webpage.*"



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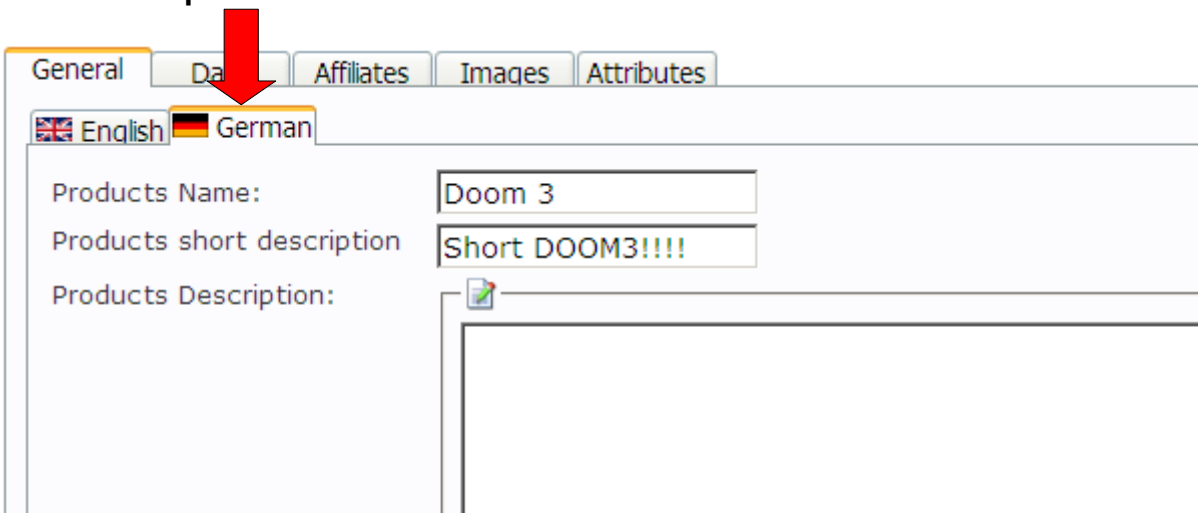
8. The same way you can describe this product in German. To do this, click the **German** tab and add all necessary information in the fields. Then, click the **Preview** button, and then - the **Update** button.

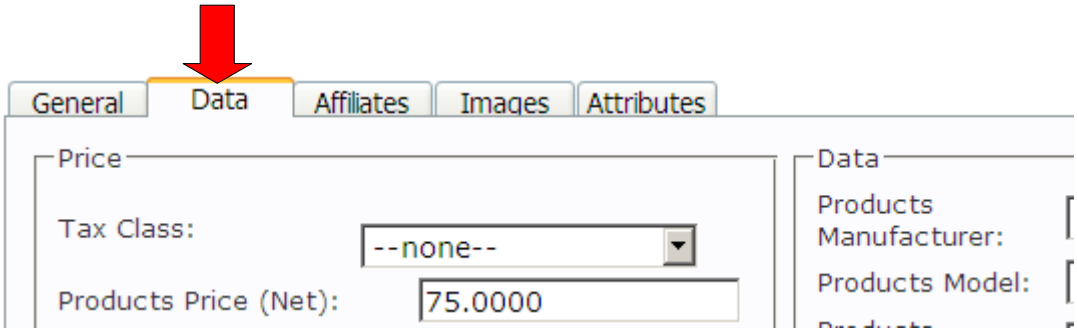


Adding/Editing Product Data

1. Go to Admin Panel of the web-store and click the **Catalog** link.

2. Select an existent product in the list. If the product is not in the “Top” category, click the “folder” icon adjacent to a certain category name and select the product. Then, click the **Edit** button on the right.

3. From the Edit Product page, click the **Data** tab.



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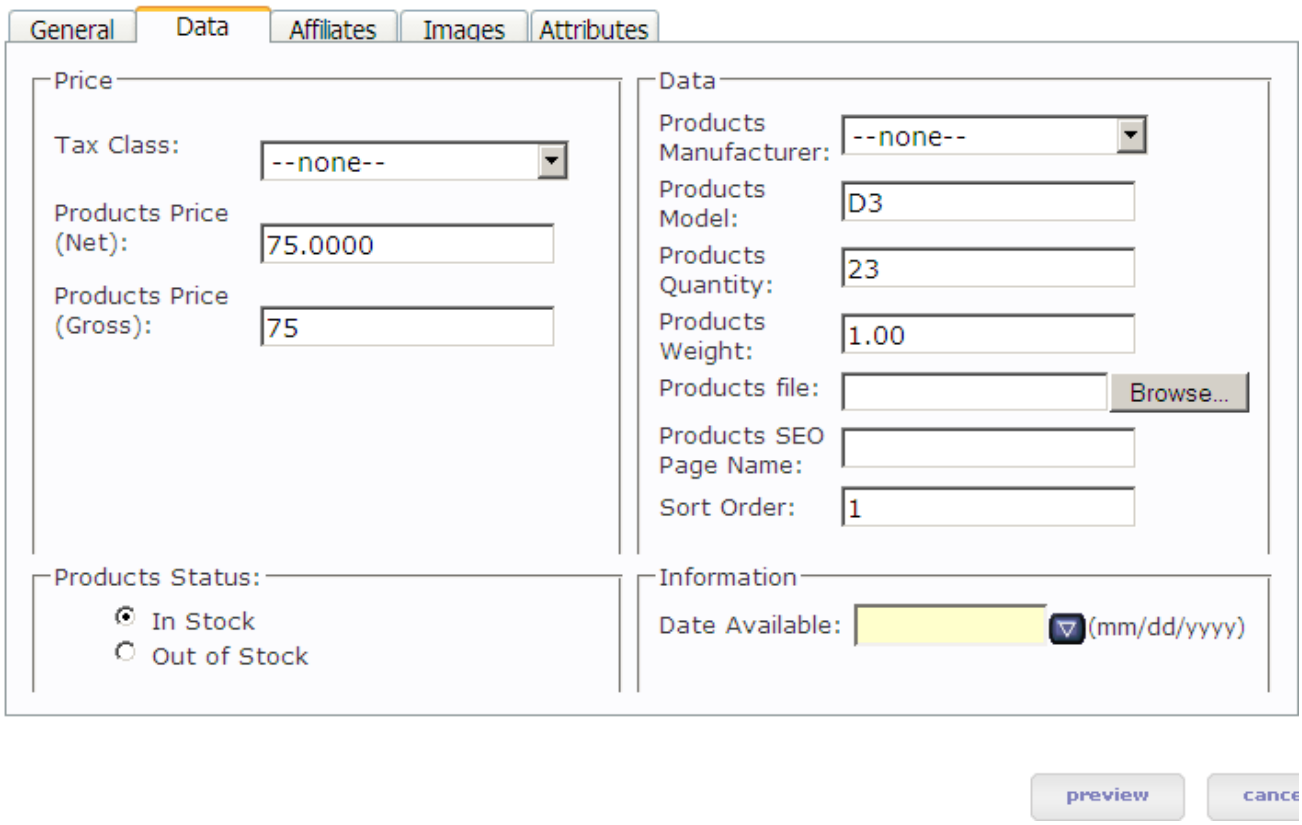
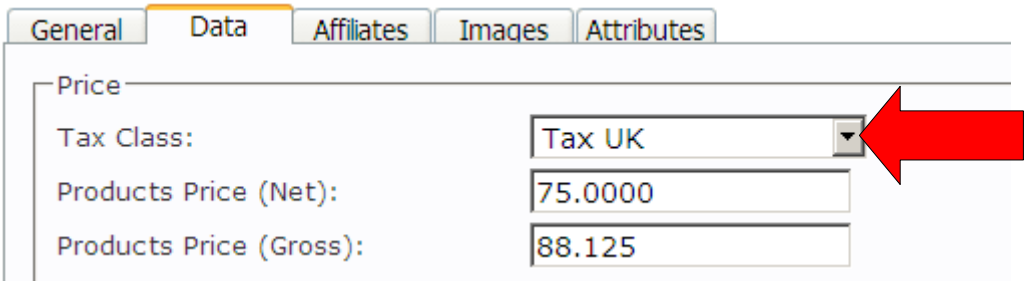
4. Here you can specify product's price, price tax, availability in stock, manufacturer, model, quantity, weight, as well as upload product's file, show SEO page name, set up sort order and availability date.



Setting Up Product Price

1. In the **Price** box, select a **Tax Class** from the dropdown list.

The **Tax Class** value is used to charge tax on the product price according to the Taxes schedule setup in the “Locations/Taxes” section of Admin Panel.



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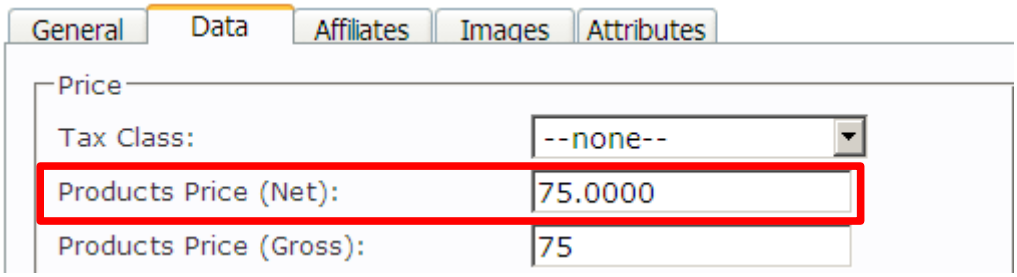
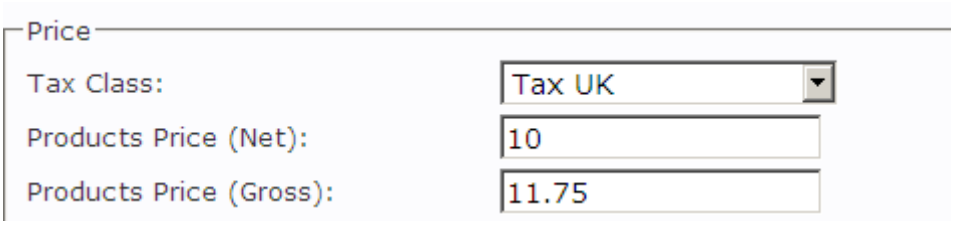
2. In the **Product Price (Net)** field, specify a price of the product.



The **Product Price (Gross)** field is automatically setup according to your Taxes schedule to show the cost plus tax to those customers who would pay tax. For example, if the Tax Class is *"Tax UK"* and the Price Net is *£10.00,* the Price Gross will be *£11.75*,



...because the Tax UK is 17.5%.

Taxes are created in the Locations/Taxes > Tax Rates section of Admin Panel. (See the "**Setting Up Taxes_Tax Rate**" user's manual for additional information on how to create taxes)

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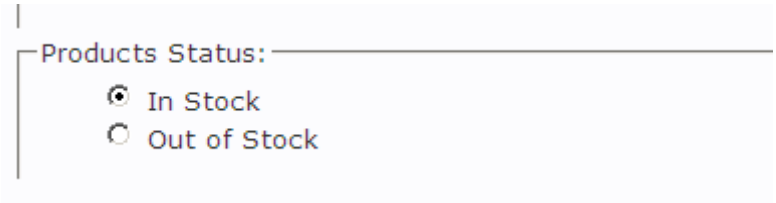
Setting Up Product Status

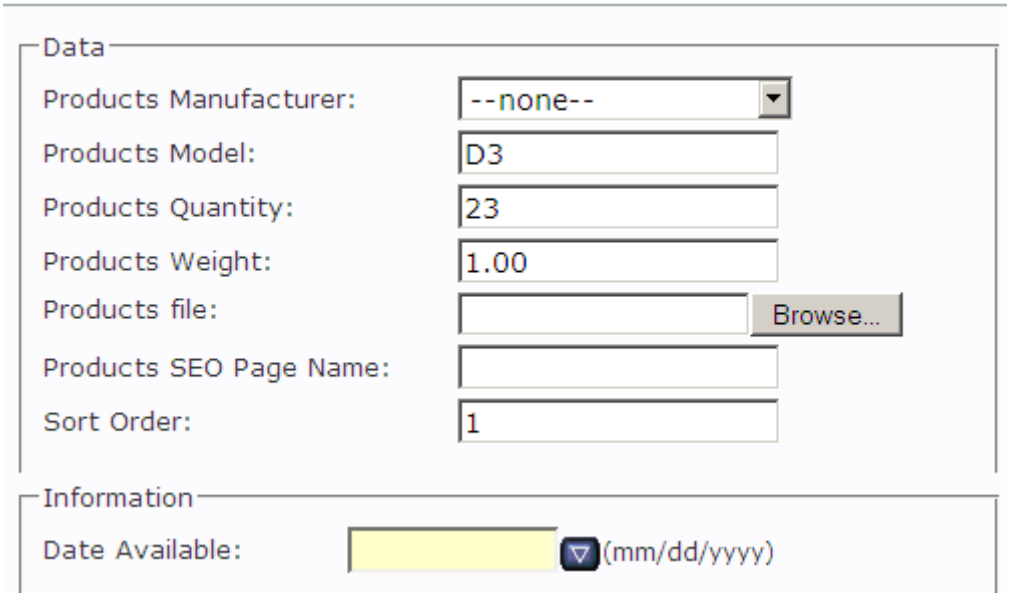
In the **Product Status** box you can set up a status of a product by selecting either **In Stock** or **Out of Stock** button.



The Product Status shows the product In or Out of the stock, which either enables or disables it in the store. That means, if you set up the **Out of Stock** status to the product, it becomes “Inactive” and will not be displayed on the website frontend.

Setting Up Product Data

In the **Data** box located to the right you can set up product's manufacturer, model, quantity, weight, product file, SEO page name, and sort order.



1. Click the “*down*” arrow adjacent to the **Product Manufacturer** field and select a manufacturer in the popup list.

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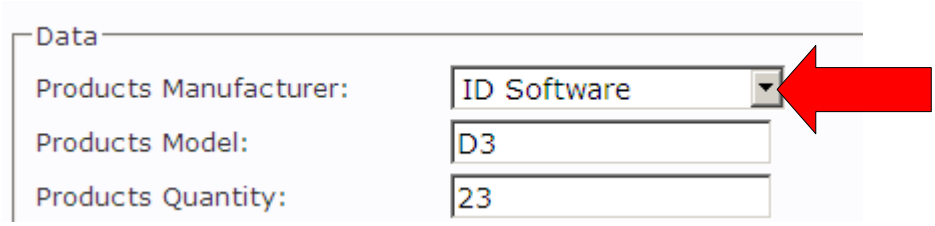
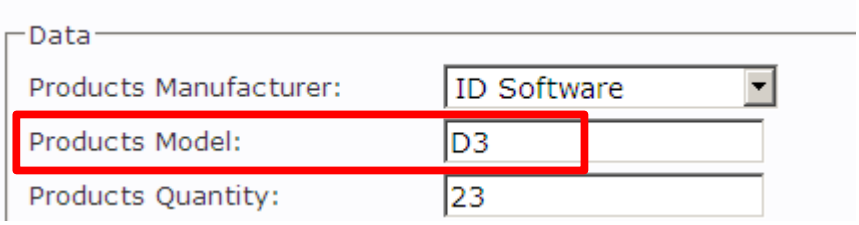
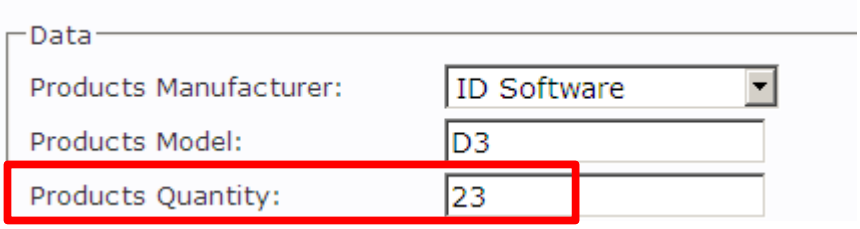


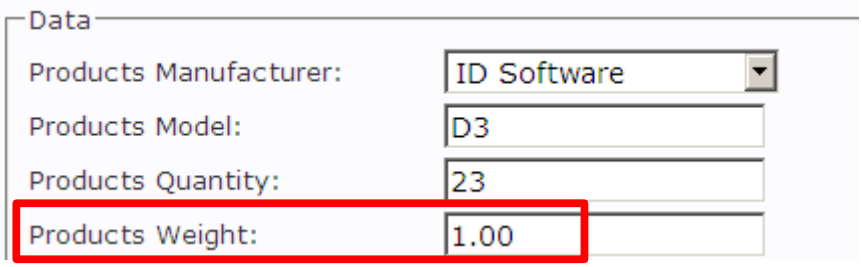
2. In the **Product Model** field, specify a number of a model. *Note: If this product is a Gift Voucher, the model name should start with the "GIFT" word.*



3. In the **Product Quantity** field, specify the quantity of product's items in stock. This corresponds with the "Configuration > Stock" section settings. (See the "**Setting Up Configuration_Stock**" user's manual for additional information).



4. In the **Product Weight** field, specify a product's weight. If you use the weight value in your Shipping schedule, each product should have the weight specified. *Note: The Gift Vouchers should not have the weight.*



5. If a product can be downloaded directly from site (such as PDF, DOC, MP3 files, drivers, executable files, etc.), click the **Browse...** button adjacent to the **Product file** field and upload the product file located on your PC.

*Note: You can also remove the file by selecting the **Remove** checkbox and clicking the **Preview** button, and then - the **Update** button.*

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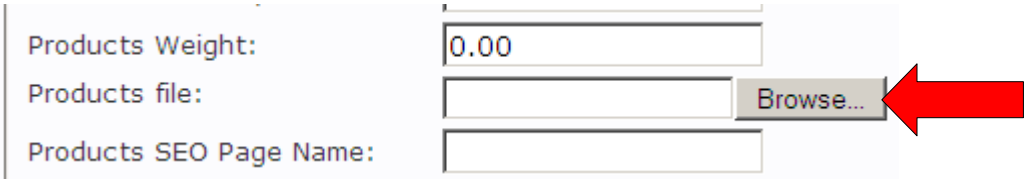
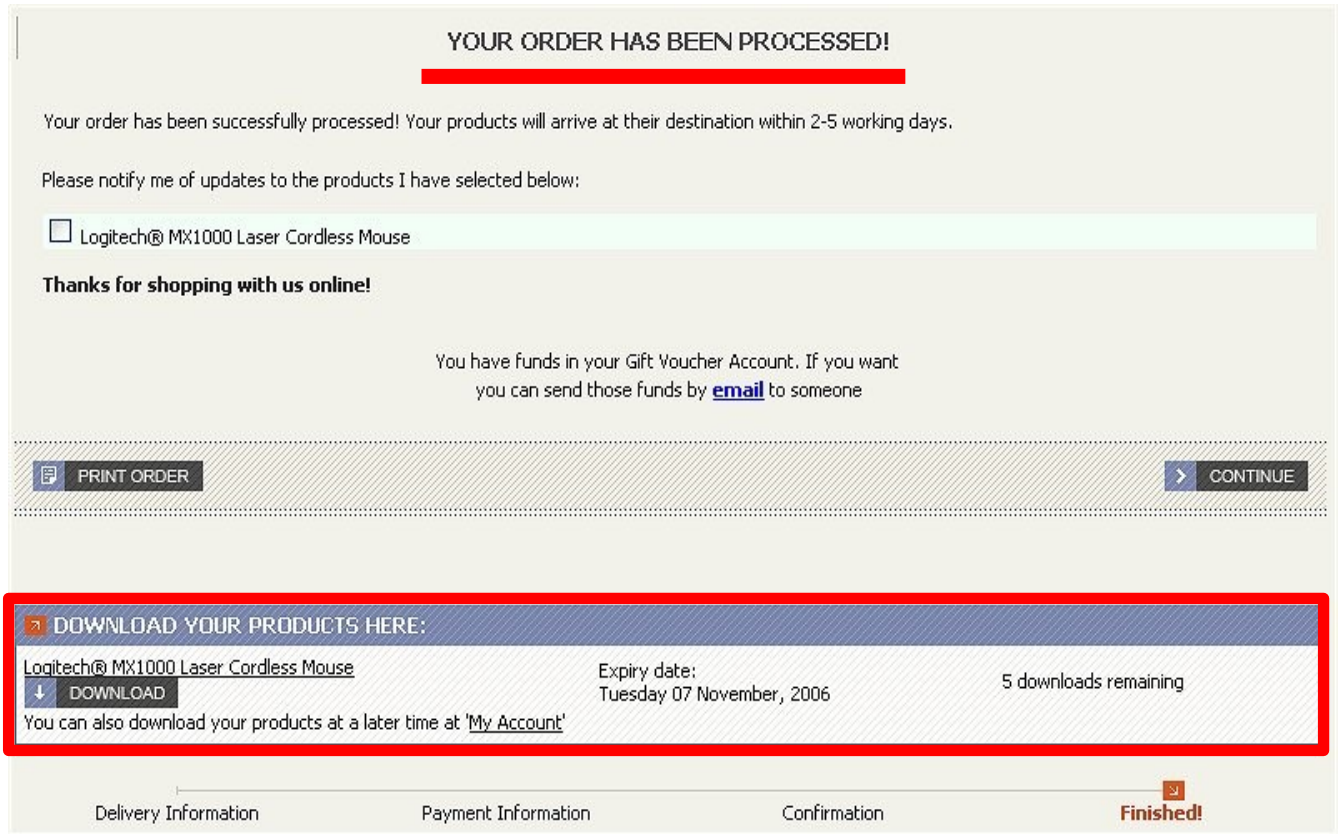


A customer will be able to download this file only when the order has been confirmed and an Administrator has set the "**Allow Downloading**" status to it. The **Download** button will show up in the **Download Your Products Here** box.


YOUR ORDER HAS BEEN PROCESSED!
Your order has been successfully processed! Your products will arrive at their destination within 2-5 working days.
Please notify me of updates to the products I have selected below:
Logitech® MX1000 Laser Cordless Mouse
Thanks for shopping with us online!
You have funds in your Gift Voucher Account. If you want you can send those funds by email to someone
PRINT ORDER
CONTINUE
DOWNLOAD YOUR PRODUCTS HERE:
Logitech® MX1000 Laser Cordless Mouse
DOWNLOAD
Expiry date:
Tuesday 07 November, 2006
5 downloads remaining
You can also download your products at a later time at 'My Account'
Delivery Information
Payment Information
Confirmation
Finished!

6. In the **Product SEO Page Name** field you can specify the SEO page name - an alternative product name which will be displayed in the Address line of the website. Search Engine Optimization (SEO) optimizes a website so that the search engines rank this site higher in their index of websites. The SEO page name helps achieving 2 goals:

1) The search engine finds this page faster because the URL is shorter.
2) The URL is readable and users can easily memorize it.

For example, your product name is "Logitech® MX1000 Laser Cordless Mouse". This name contains spaces and symbols that will be automatically changed by the system to special symbols such as %, +, etc. Such set of symbols in URL is very inconvenient for users to memorize and for search engines to find.

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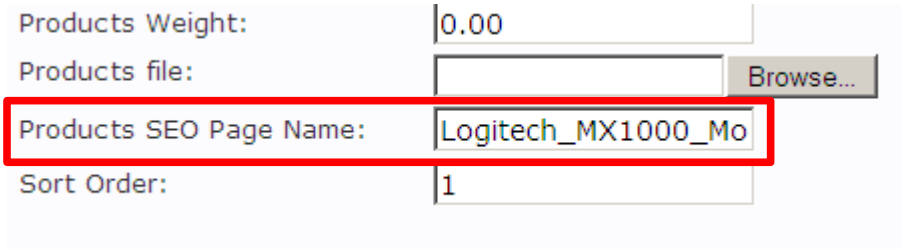
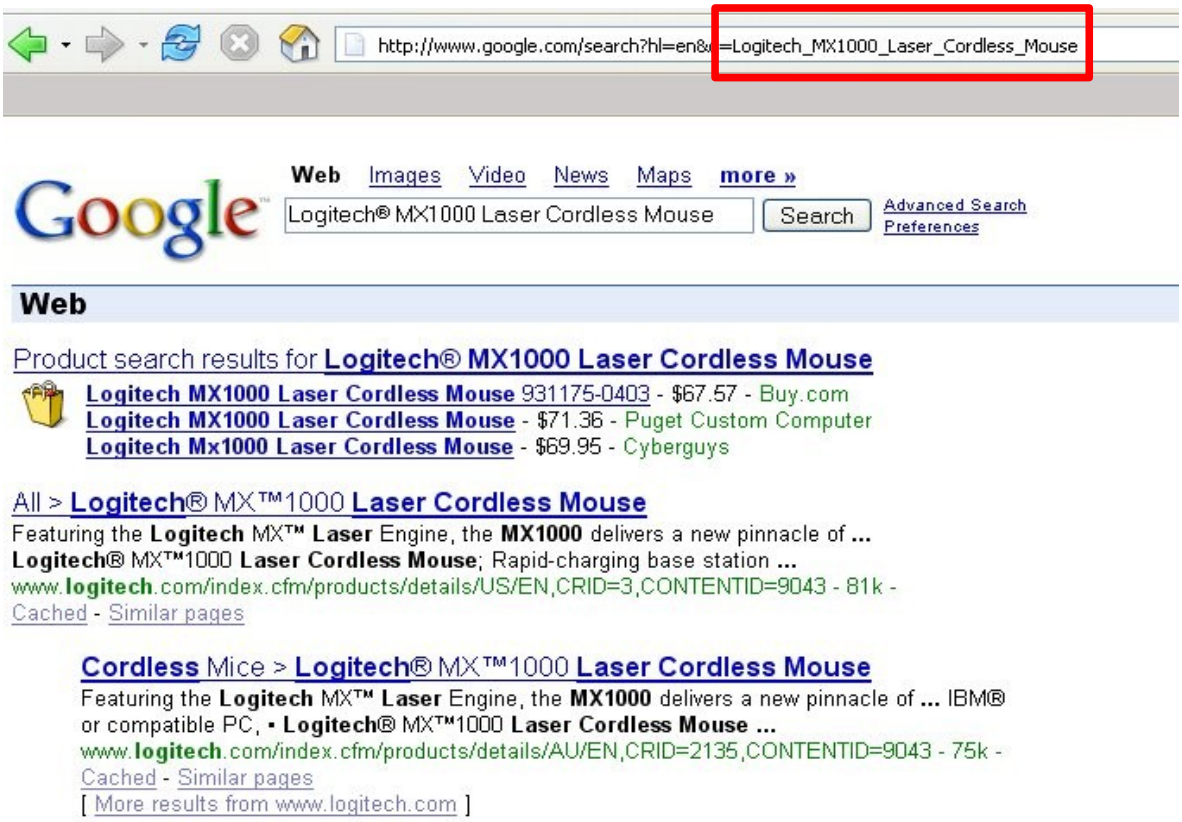
The solution is ***Product SEO page name*** feature! You can specify a shorter and readable name in the field, for example, “Logitech_MX1000_Mouse” (it is strongly recommended to put '_' instead of spaces, otherwise the search engines will not be able to find the page).



See the results:


http://www.google.com/search?hl=en&=Logitech_MX1000_Laser_Cordless_Mouse
Google
Web Images Video News Maps more »
Logitech® MX1000 Laser Cordless Mouse
Search
Advanced Search
Preferences
Web
Product search results for Logitech® MX1000 Laser Cordless Mouse
Logitech MX1000 Laser Cordless Mouse 931175-0403 - $67.57 - Buy.com
Logitech MX1000 Laser Cordless Mouse - $71.36 - Puget Custom Computer
Logitech Mx1000 Laser Cordless Mouse - $69.95 - Cyberguys
All > Logitech® MX™1000 Laser Cordless Mouse
Featuring the Logitech MX™ Laser Engine, the MX1000 delivers a new pinnacle of ...
Logitech® MX™1000 Laser Cordless Mouse; Rapid-charging base station ...
www.logitech.com/index.cfm/products/details/US/EN,CRID=3,CONTENTID=9043 - 81k -
Cached - Similar pages
Cordless Mice > Logitech® MX™1000 Laser Cordless Mouse
Featuring the Logitech MX™ Laser Engine, the MX1000 delivers a new pinnacle of ... IBM®
or compatible PC, • Logitech® MX™1000 Laser Cordless Mouse ...
www.logitech.com/index.cfm/products/details/AU/EN,CRID=2135,CONTENTID=9043 - 75k -
Cached - Similar pages
[More results from www.logitech.com]

Note: This feature works only when SEO module has been installed and activated in your system.

7. In the **Sort Order** field, specify a number defining position of a product in the Admin Panel > Products list and on the product listing page.

- If the Sort Order value is zero, a product is positioned at the top of the list.
- The last product in the list has the greatest Sort Order value.
- All the products with zero Sort Order value are sorted alphabetically.

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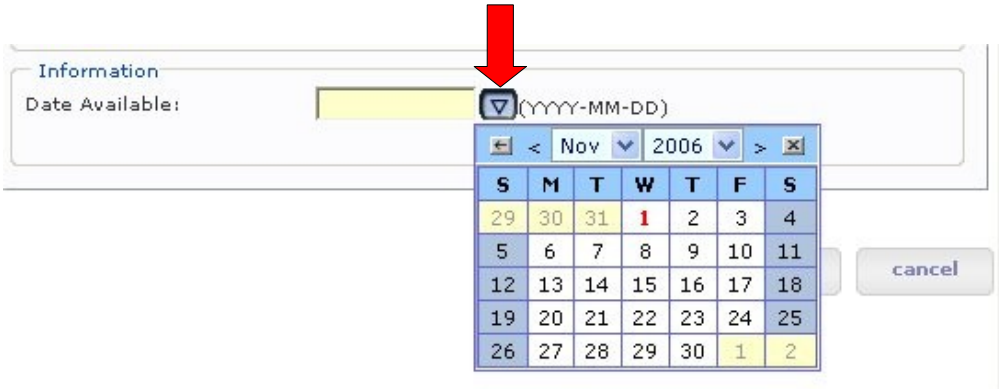
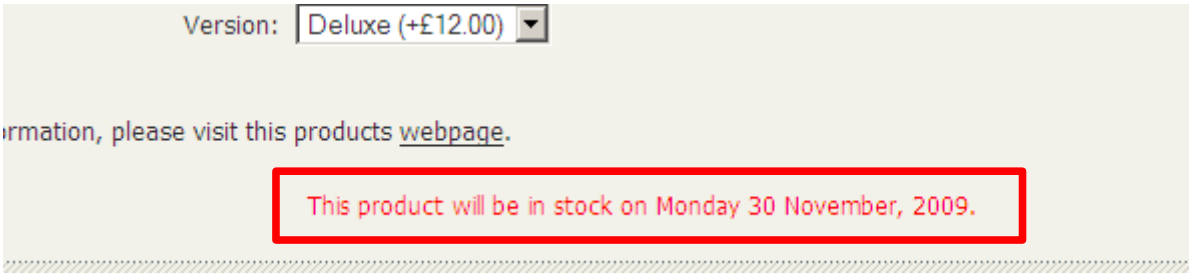
Setting Up Product Available Date

1. From the **Data** screen > **Information** box you can specify the date a product will be available to purchase. This date corresponds with the "Products Expected" module. Click the "*down*" arrow adjacent to the **Date Available** field and select the date from Calendar. Or, simply type the date in the field.



If you specify the past date in this field, it will be highlighted in red notifying you to change the date to the future one.

Customers will be notified of product's availability date on the product info page. For example, "*This product will be in stock on Monday 30 November, 2009".*


Version:
Deluxe (+£12.00)
rmation, please visit this products webpage.
This product will be in stock on Monday 30 November, 2009.

3. Please do not forget to click the **Preview** button, and then the **Update** button to save your settings.

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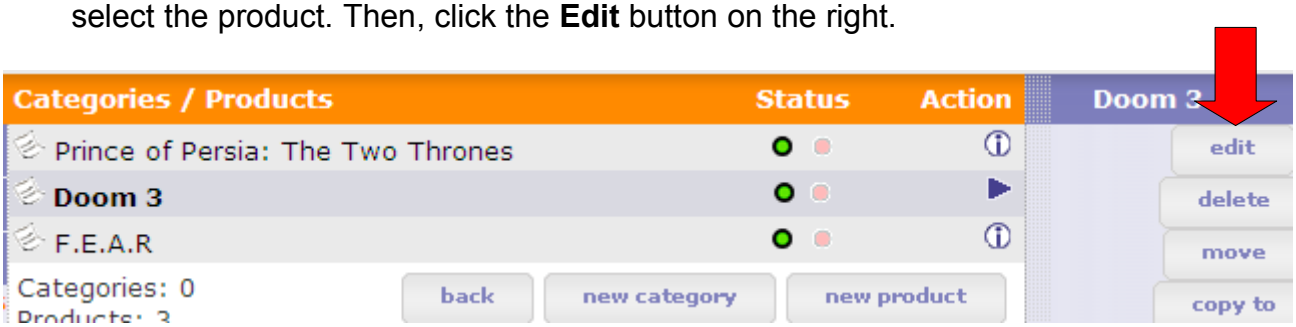
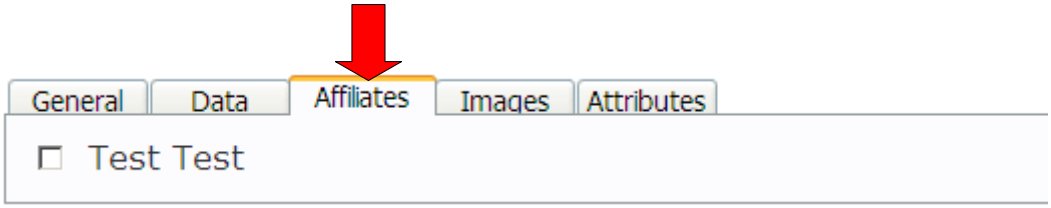
Adding/Editing Product Affiliates

1. Go to Admin Panel of the web-store and click the **Catalog** link.

2. Select an existent product in the list. If the product is not in the “Top” category, open an appropriate category by clicking the “folder” icon adjacent to a category name and select the product. Then, click the **Edit** button on the right.



3. From the Edit Product page click the **Affiliates** tab.



Here you can assign a product to Affiliate(s). There could be a few Affiliates names in the box. To assign the product to Affiliate, select a checkbox opposite a proper name.

Note: Affiliates are managed from the Admin Panel > Affiliates > Affiliates section. (See the “Setting Up Affiliates_Affiliates” user's manual for additional information).

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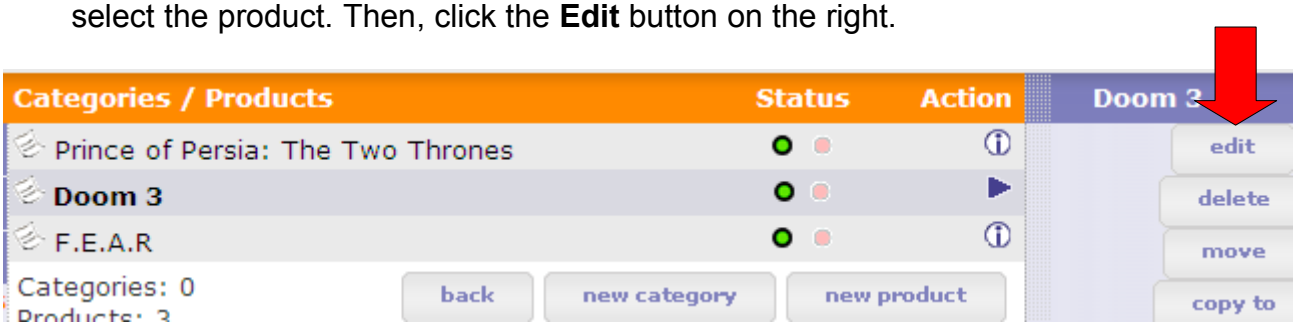
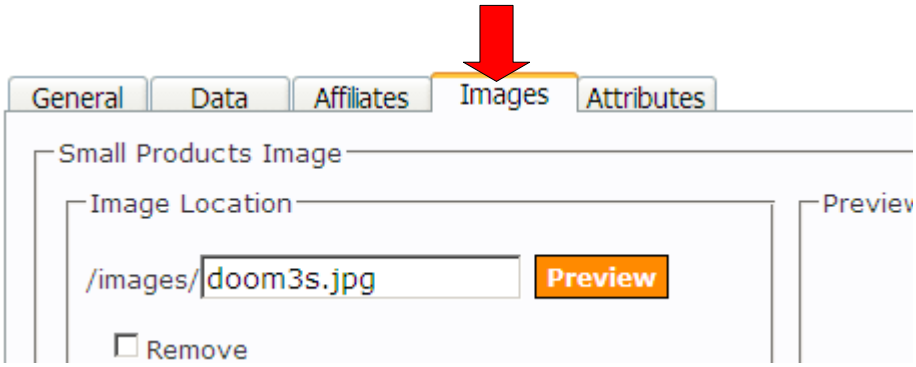
Adding/Editing Product Images

1. Go to Admin Panel of the web-store and click the **Catalog** link.

2. Select an existent product in the list. If the product is not in the “Top” category, open an appropriate category by clicking the “folder” icon adjacent to a category name and select the product. Then, click the **Edit** button on the right.



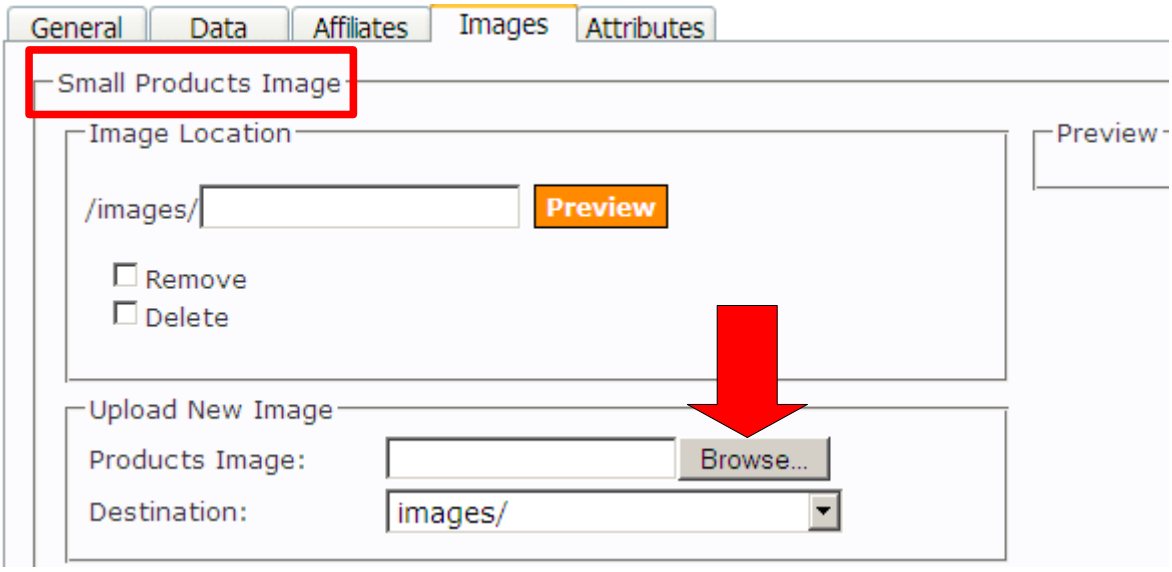
3. From the Edit Product page click the **Images** tab.



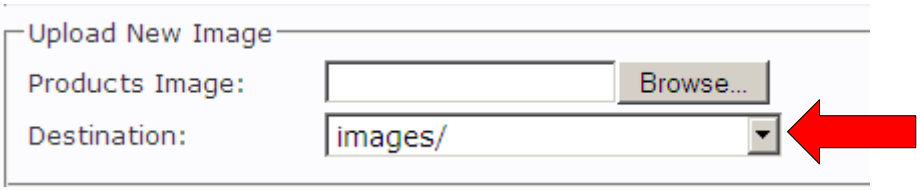
Here you can upload images of a product. You are able to upload Small, Medium, and Large images.

- Product **Small Image** is displayed on the Products Listing page.
- Product **Medium Image** is displayed on the Product Info page.
- Product **Large Image** is displayed in a pop-up window, after clicking in the **Enlarge** button below the medium image.

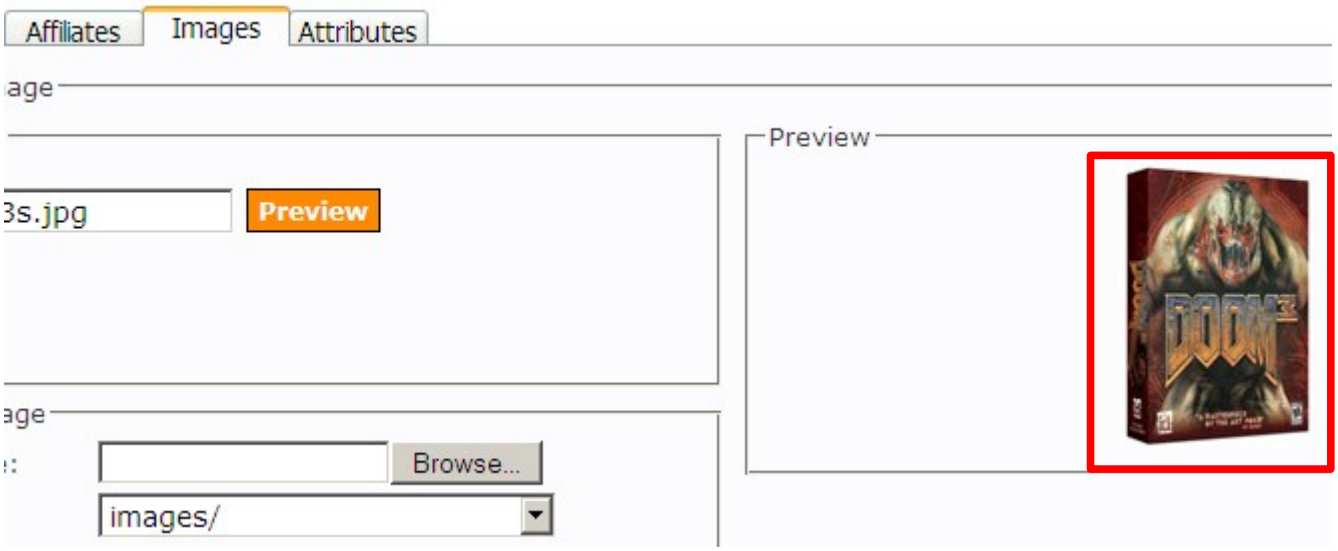
4. To display a Small Image on the Product Listing page, click the **Browse...** button adjacent to the **Product Image** field in the **Small Product Image** box and select the image file located on your PC.



5. Click the "*down*" arrow adjacent to the **Destination** field and select the destination directory in the dropdown list to store your image file in. Default directory is images/. *Note: The destination folder must be pre-created.*



6. Click the **Preview** button at the bottom of the page to show your image to the right.



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There are two checkboxes displayed below the **Product Image** field: **Remove** and **Delete**.

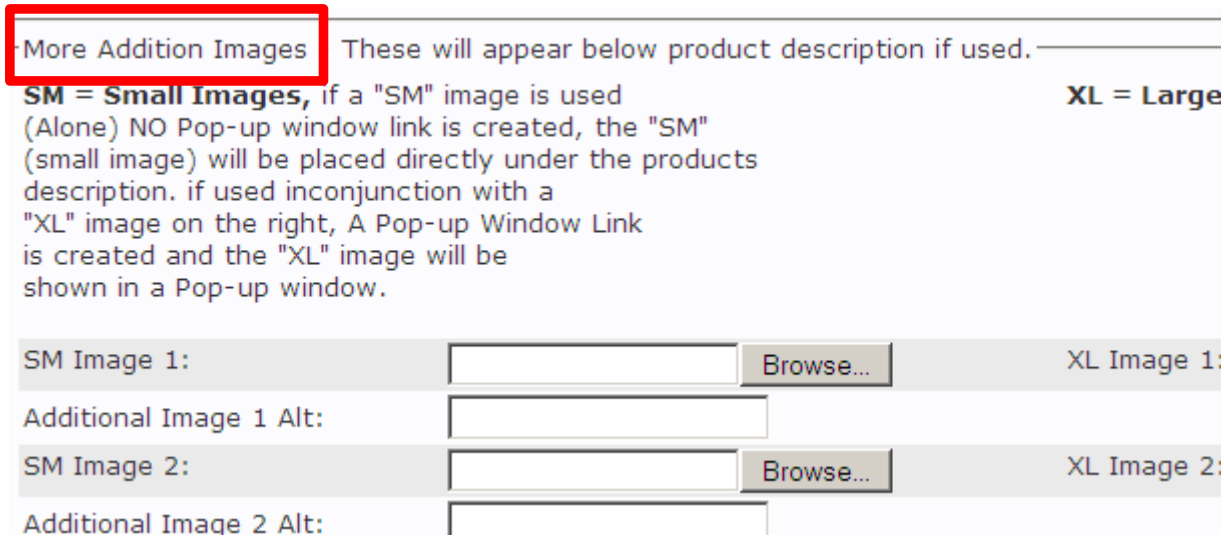
- The **Remove** option allows you to remove the image file from the web-store database, without deleting it from the Destination folder.
- The **Delete** option allows you to delete the image file from the database and from the folder where it is stored (e.g. from the images/ folder).

Upload the Medium and Large images the same way as it is described for the Small one.

Note: Images size is setup from the Configuration > Images section.

Uploading Additional Images

1. Go to the Catalog > Products > Edit > Images screen and scroll the page down.


More Addition Images
These will appear below product description if used.
SM = Small Images, if a "SM" image is used (Alone) NO Pop-up window link is created, the "SM" (small image) will be placed directly under the products description. if used inconjunction with a "XL" image on the right, A Pop-up Window Link is created and the "XL" image will be shown in a Pop-up window.
XL = Large
SM Image 1:
Browse...
XL Image 1:
Additional Image 1 Alt:
SM Image 2:
Browse...
XL Image 2:
Additional Image 2 Alt:

The **More Additional Images** section is located at the bottom of the page. Additional images of a product will appear below the product description if uploaded here, subject to the ***Enable Additional Images*** feature is set to “True” in the Configuration > Images section. (See the **“Setting Up Configuration_Images”** user's manual for additional information).

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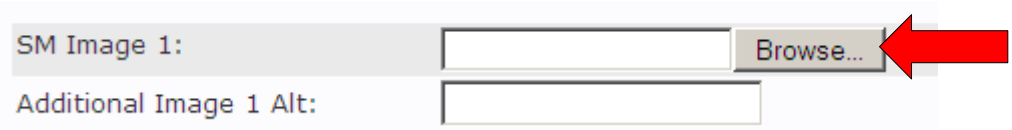
2. You are able to upload up to 6 small (SM) and 6 large (XL) additional images. To upload an Image, click the **Browse...** button adjacent to the Image field and select the image file stored on your PC.



- A "SM" (small image) will be displayed on the product info page below the product description. If the "SM" image is used alone (without the large one), there is no the **Enlarge** link on the page.

Available Options:
Package: Boxed
Version: Deluxe (+£12.00)
formation, please visit this products webpage.
This product will be in stock on Monday 30 November, 2009.

- If the Large image is uploaded together with the Small one, a link is created and the Large image will be shown in a pop-up window.

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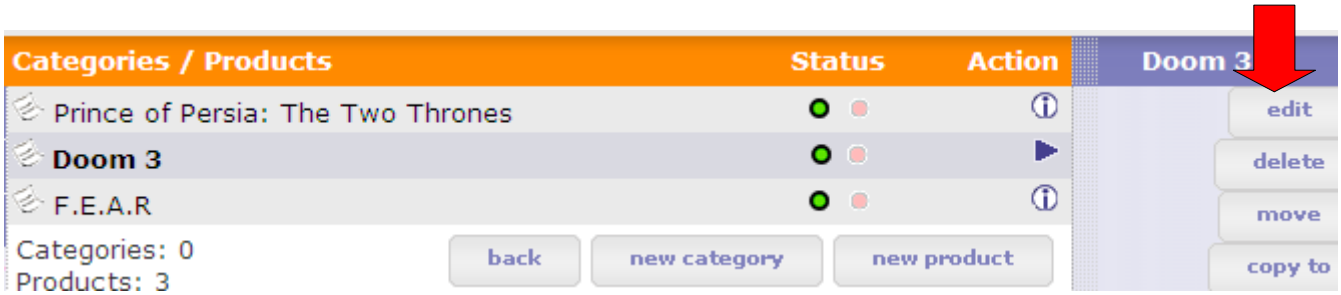
Adding/Editing Product Attributes

Attributes give the store owner an additional way to market products. For example, shirts are sold of different sizes and different colors. Sizes and Colors are considered attributes.

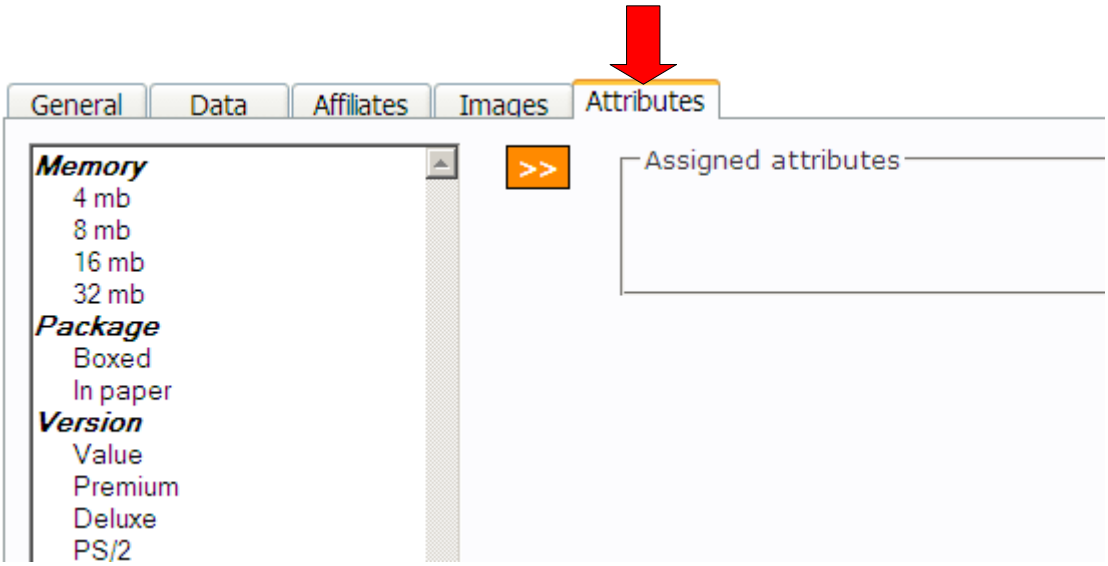
Note: Attributes are created and stored in the Catalog > Product Attributes section of Admin Panel. (See the **"Setting Up Catalog_Product Attributes"** user's manual for additional information).

1. Go to Admin Panel of the web-store and click the **Catalog** link.

2. Select a product and click the **Edit** button on the right.



3. From the Edit Product page click the **Attributes** tab.



4. In the left panel of the Attributes screen, there is a list of all available attributes. To assign attribute(s) to a product, select an attribute in the list and click the "**>>**" button. The attribute(s) will appear in the **Assigned attributes** box on the right.

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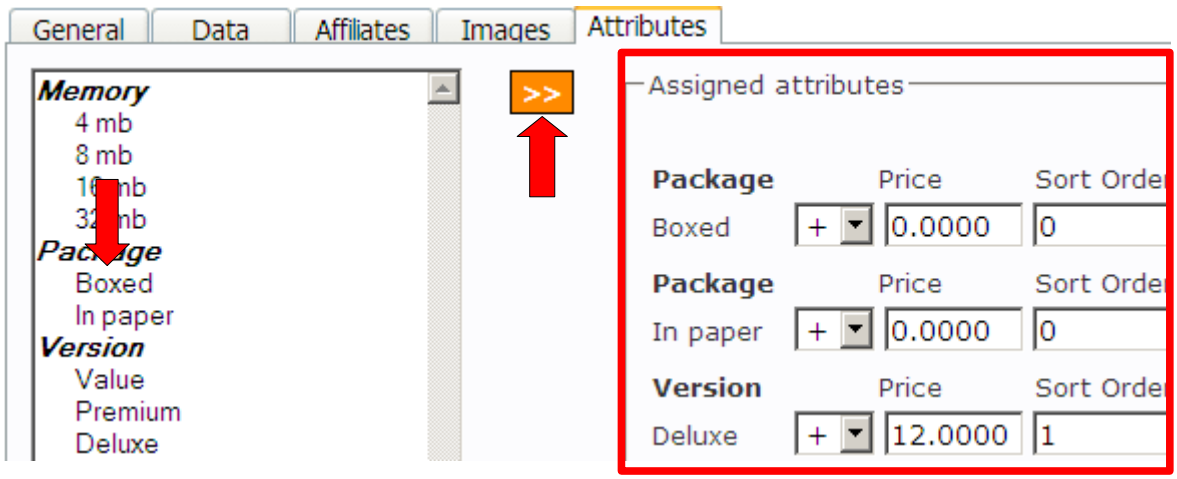
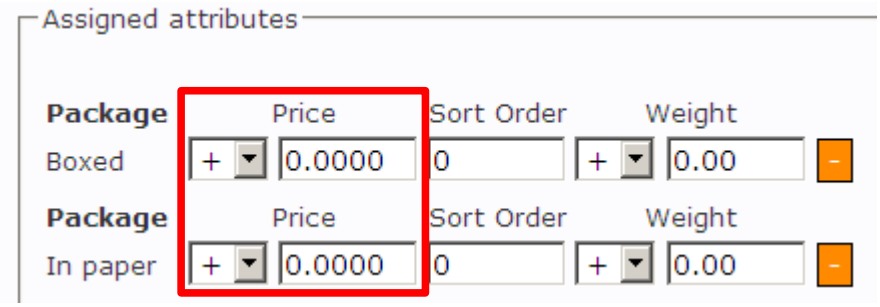
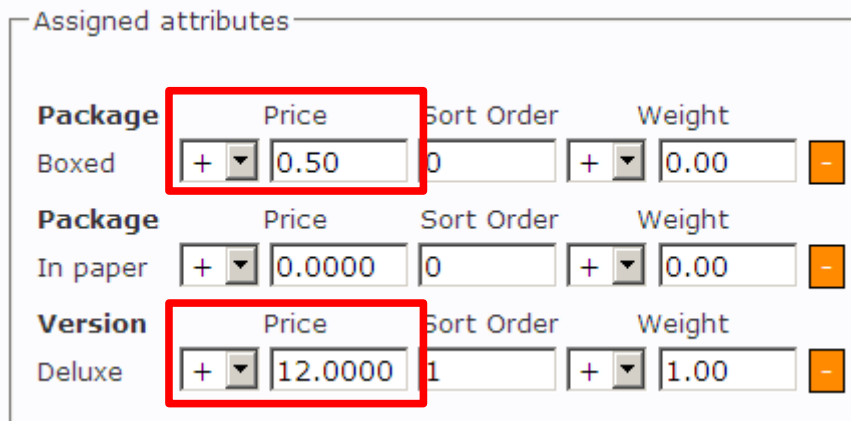


5. In the **Assigned attributes** box you can add a price modifier to each attribute - the product price will be affected if this attribute is chosen.

- If the price stays the same on each attribute, leave this box blank.



- If the price goes up or down on each attribute, take a proper amount from the product's "base price" and select either "+" or "-" symbol in the dropdown.



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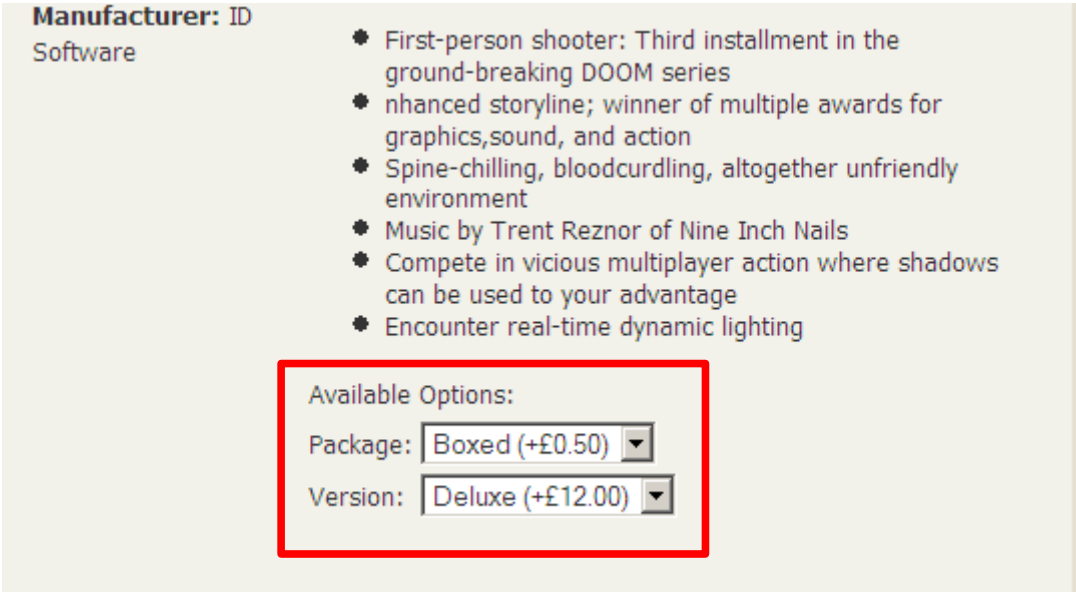
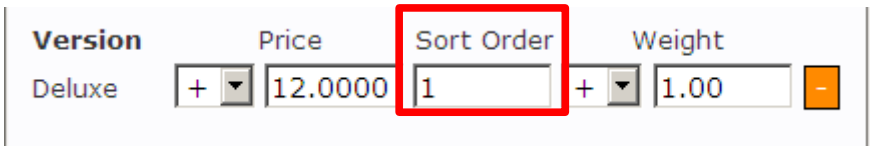
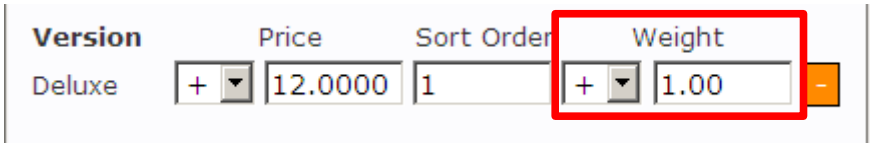
The **Available Options** will show up below the product description on the product info page. A customer will be able to select a desired attribute in the dropdown list.


Manufacturer: ID Software
First-person shooter: Third installment in the ground-breaking DOOM series
nhanced storyline; winner of multiple awards for graphics,sound, and action
Spine-chilling, bloodcurdling, altogether unfriendly environment
Music by Trent Reznor of Nine Inch Nails
Compete in vicious multiplayer action where shadows can be used to your advantage
Encounter real-time dynamic lighting
Available Options:
Package: Boxed (+£0.50)
Version: Deluxe (+£12.00)

6. You can specify attribute's **Sort Order** by a number, in order to sort attributes in the dropdown list shown on the product info page.



7. You can specify attribute's **Weight** (if needed).



8. To remove an attribute, use the "**-**" button located in the most right position.

9. If an attribute can be downloaded directly from the web-store (PDF, DOC, MP3 files, drivers, etc.), you can upload a file here by clicking the **Browse...** button. You can also specify the number of days for **Expiry** and number of **maximum downloads**.

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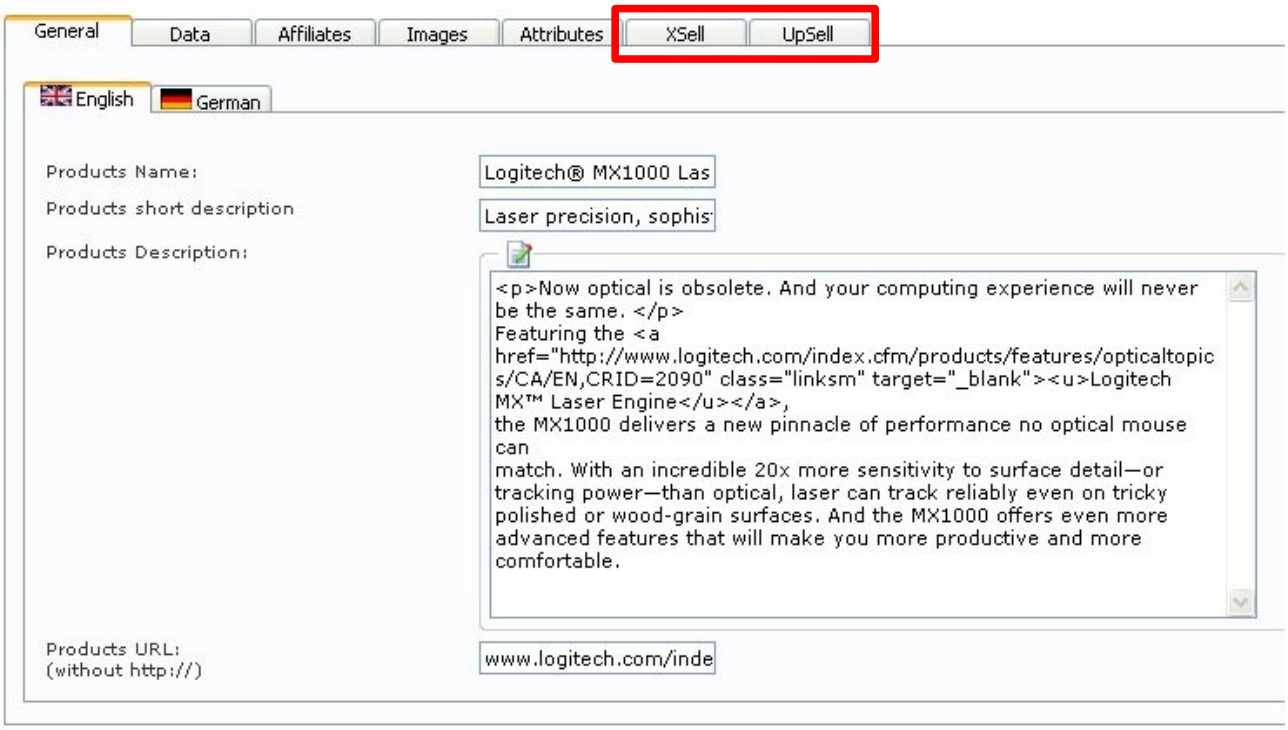
10. To save your changes, click the **Preview** button, and then - the **Update** button.

Setting Up XSell and UpSell Products

For those customer who have the X-Sell and Up-Sell additional modules installed and activated, the **XSell** and **UpSell** tabs are displayed on the Edit Product page.



- *The XSell products are cross-sell products recommended to buy along with the "main" product. These are displayed on the product info page in the We Also Recommend box.*
- *The UpSell products are cross-sell products recommended to buy along with the "main" product. These are displayed on the Shopping Cart page in the We Also Recommend box.*

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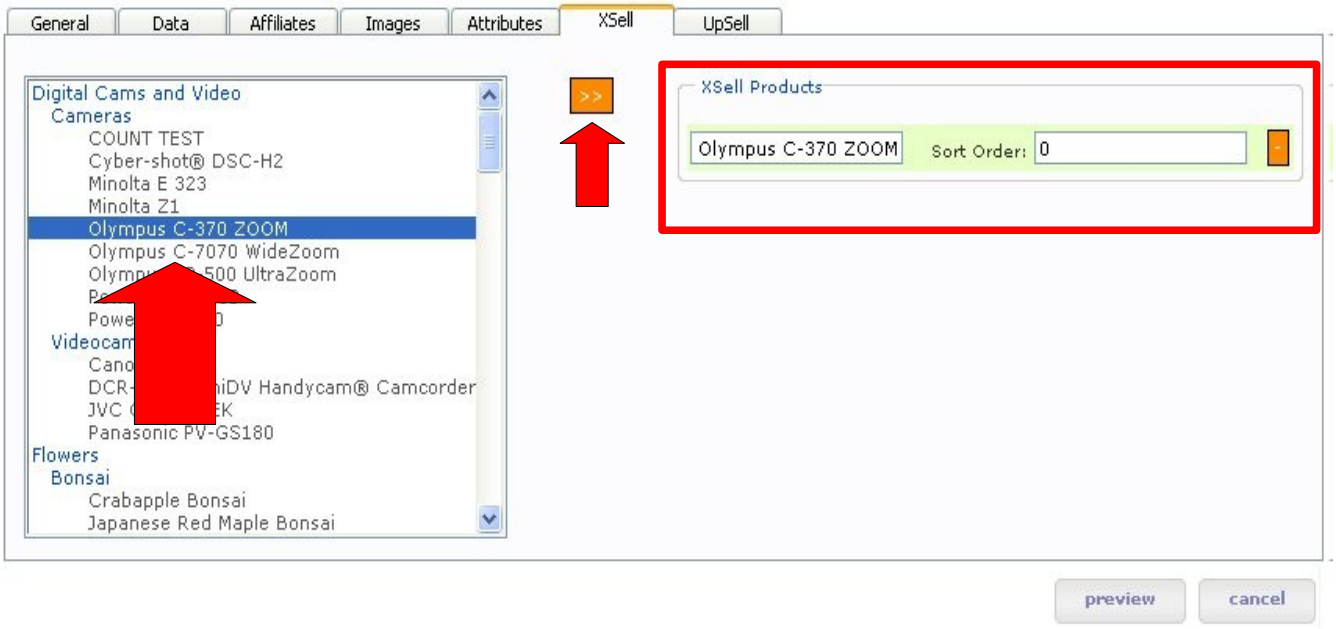
Adding/Editing XSell Products

1. From the Edit Product page click the **XSell** tab. There is a list of products under categories on the left.

2. You can add products from the general list to the **XSell Products** list using the "**>>**" button. First, highlight the product's name in the list on the left, and then click the "**>>**" button. The product's name will appear in the **XSell Products** box on the right.
   To remove cross-sell products from the XSell box, click the "**-**" button located in the most right position.



3. Click the **Preview** button, and then - the **Update** button.

4. Go to the web-store frontend and select a product which has the cross-sell products included. The x-sell product(s) are displayed on the product info page in the **We Also Recommend** box. A customer can easily buy the cross-sell product by clicking in the **Buy Now** button below.

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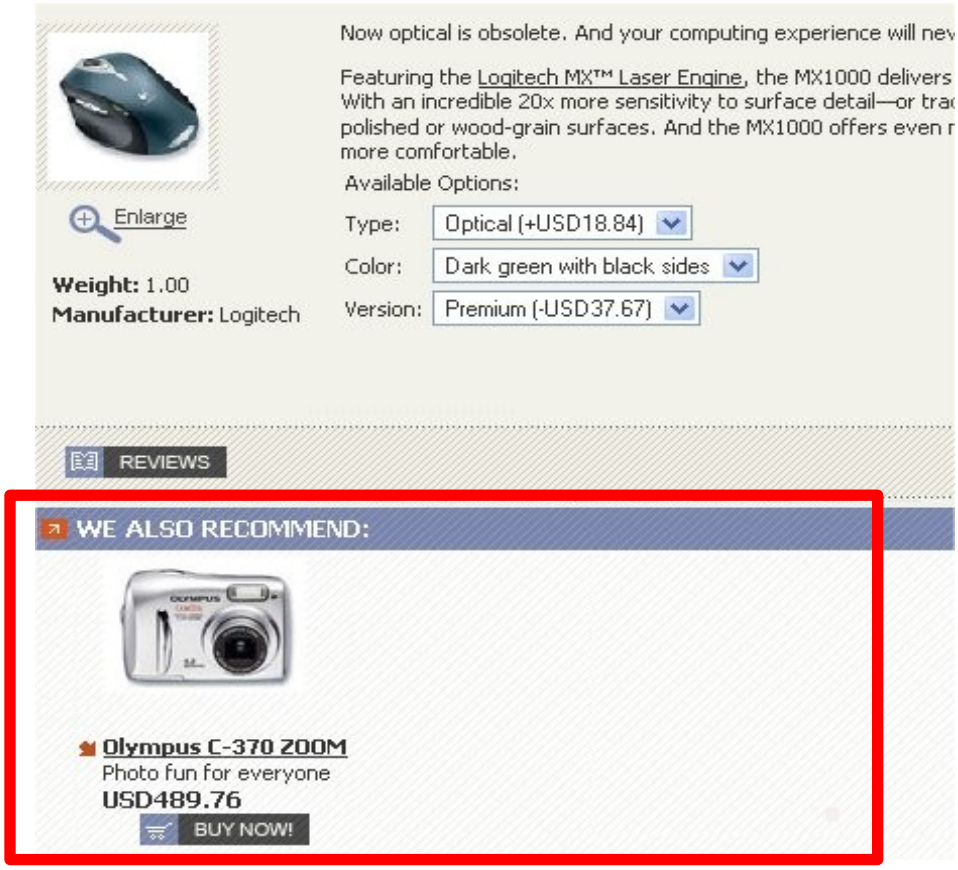
Now optical is obsolete. And your computing experience will nev
Featuring the Logitech MX™ Laser Engine, the MX1000 delivers
With an incredible 20x more sensitivity to surface detail—or trac
polished or wood-grain surfaces. And the MX1000 offers even r
more comfortable.
Available Options:
Enlarge
Type: Optical (+USD18.84)
Color: Dark green with black sides
Weight: 1.00
Manufacturer: Logitech
Version: Premium (-USD37.67)
REVIEWS
WE ALSO RECOMMEND:
Olympus C-370 ZOOM
Photo fun for everyone
USD489.76
BUY NOW!

(The XSells additional module works the same way as the Cross-Sells standard one. Please see the Catalog_Cross Sells user's manual for additional information)

Adding/Editing UpSell Products

1. From the Edit Product page click the **UpSell** tab.
   There is a list of products under categories on the left.

2. You can add products from the general list to the **UpSell Products** list using the "**>>**" button. First, highlight the product's name in the list on the left, and then click the "**>>**" button. The product's name will appear in the **UpSell Products** box on the right.
   To remove cross-sell products from the UpSell box, click the "**-**" button located in the most right position.

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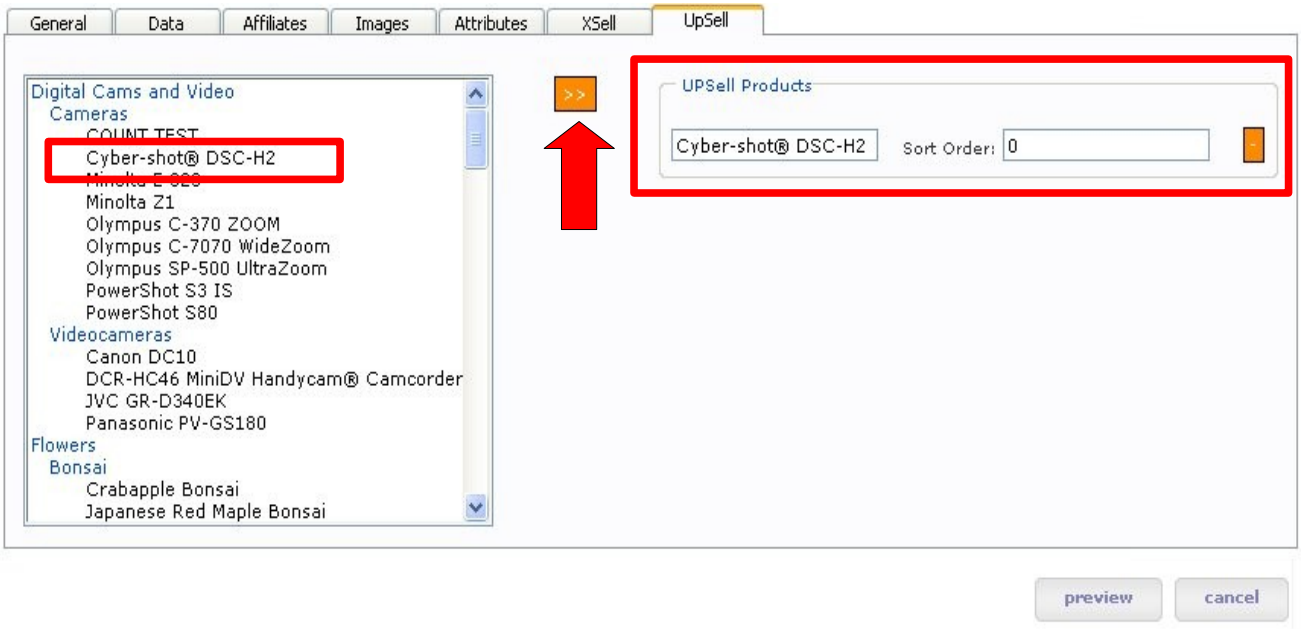

4. Please do not forget to click the **Preview** button, and then - the **Update** button to save your changes.

The cross-sell products added in the Edit Product page > UpSell tab are displayed on the Shopping Cart page in the **We Also Recommend** box. A customer can easily buy the cross-sell product by clicking in the **Buy Now** button below.

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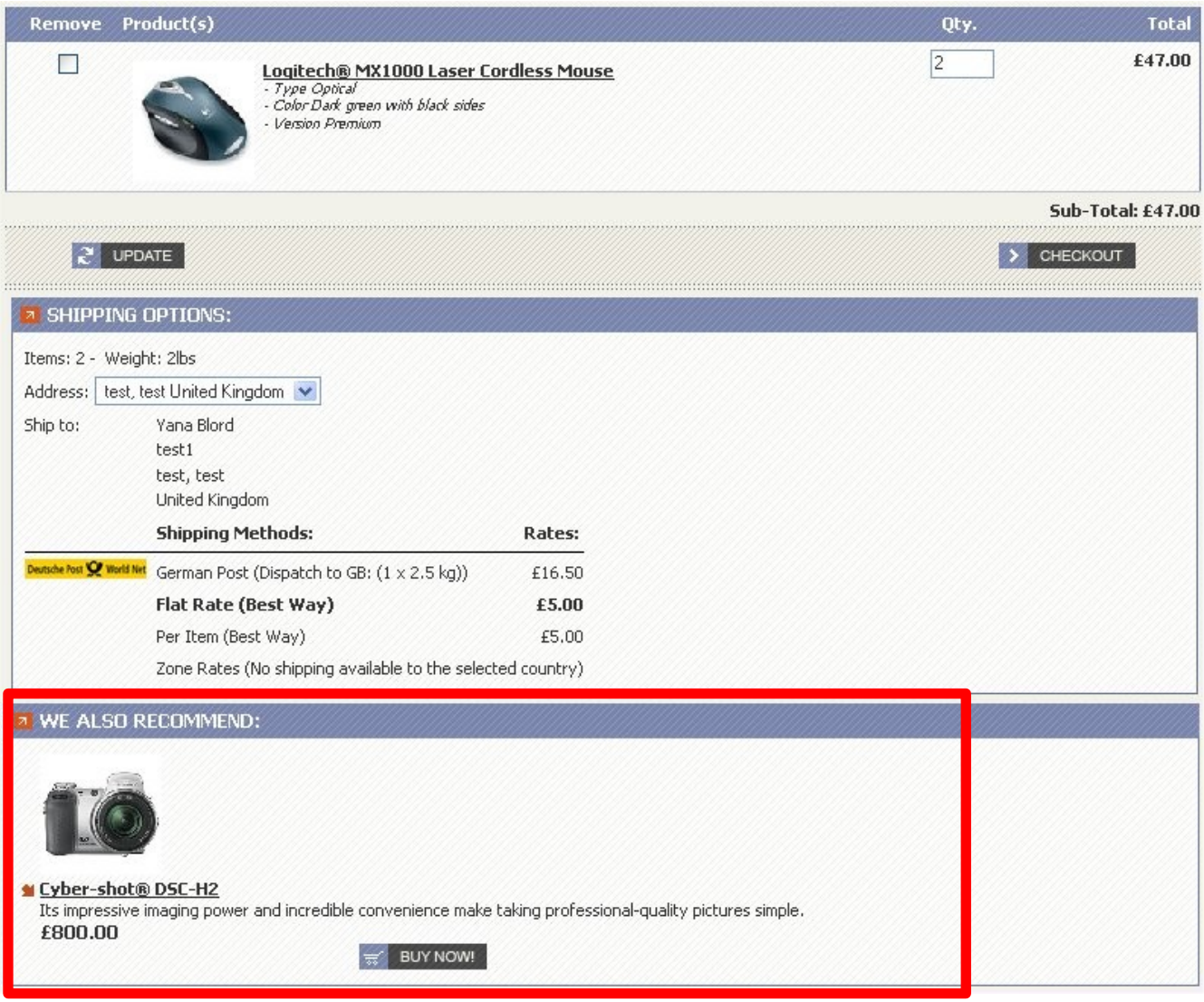
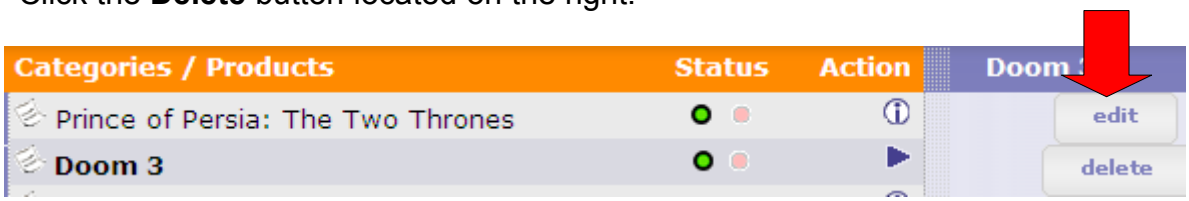


Deleting Products

1. From the Admin Panel of webshop and click the **Catalog** link.
2. In the list of Categories/Products, select a product you want to delete. If the product is not in the “Top” category, open an appropriate category by clicking the “folder” icon adjacent to the category name and select the product.
3. Click the **Delete** button located on the right.



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4. Confirm deletion by clicking the **Delete** button again.

If a product belongs to a few categories, you will be asked to select the corresponding categories to delete the product from these. You should select/unselect appropriate checkboxes next to the categories names and click the **Delete** button.

The **Delete** button will delete a product from the database. But any product can be just "turned off" without deleting it from the database. To turn the product off, click the "pink traffic light" icon in the **Status** column. This will keep it in the database but disable for customers on frontend. Clicking the "green traffic light" icon will turn the product on.

Moving Products

1. From the Admin Panel click the **Catalog** link.
2. In the list of Categories/Products, select a product you want to move to another category.

3. Click the **Move** button located on the right.

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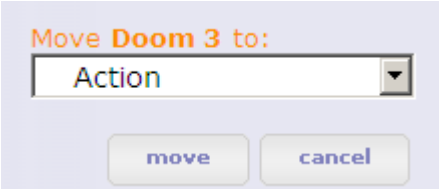
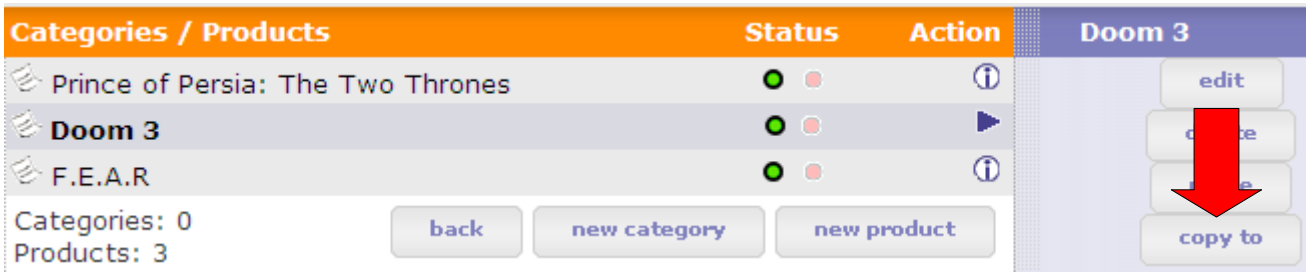
4. From the dropdown list displayed on the right, select a category to move the product to.
5. Click the **Move** button again.



The **Move** button transfers a product from one category to another - the product is removed from one category and appears in another one. If you do not want to delete the product from the category, but want to link or duplicate it in another category, you should use the **Copy To** feature described below.

Copying Products

1. From the Admin Panel click the **Catalog** link.
2. In the list of Categories/Products, select a product you want to copy to another category.
3. Click the **Copy To** button located at the top of the right panel.



4. From the dropdown list displayed on the right, select a category to copy the product to.

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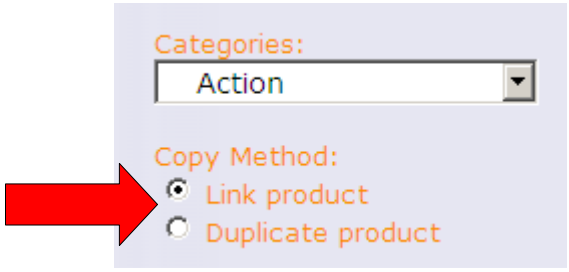
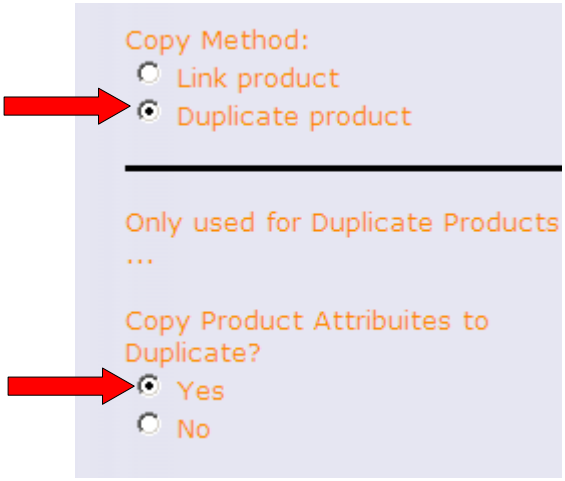
5. Choose either the "Link product" copying method or the "Duplicate product" copying method.



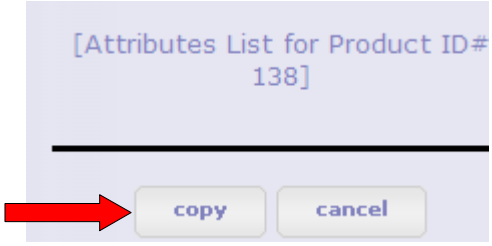
- The **Link product** method links a product to another category. When editing a product that belongs to a few folders, all of the placements will be edited at once.
- The **Duplicate product** method creates the same but independent product in another (or the same) category. This gives a possibility to make some changes in the duplicated product instead of creating a new one. The editing results of such product will not be applied to the same products belonged to other folders. The system sets duplicated products to “Inactive” status, in order to distinguish it from the original ones.

6. You can also copy the product's attributes by selecting the **Yes** button (used for Duplicated products only).



If you do not want to copy attributes, choose the **No** button – the product will be duplicated without attributes.

7. Click the **Copy** button at the bottom of the right panel.



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Copying Product Attributes

You can copy the product's attributes to any product in the database using the **Product Attributes Copier** feature.

1. From the Admin Panel click the **Catalog** link.
2. In the list of Categories/Products, select a product.
3. At the bottom of the right panel, either click the **Copy To** button or the "***Product's Attributes Copier***" link.

4. In the **Copy Attributes to #** field, specify the ID number of the "target" product which you want to copy your attributes to.

How to identify the product's ID?

You have two ways here:

1) You can find the product's ID at the end of the weblink in the browser, when a certain product is selected.

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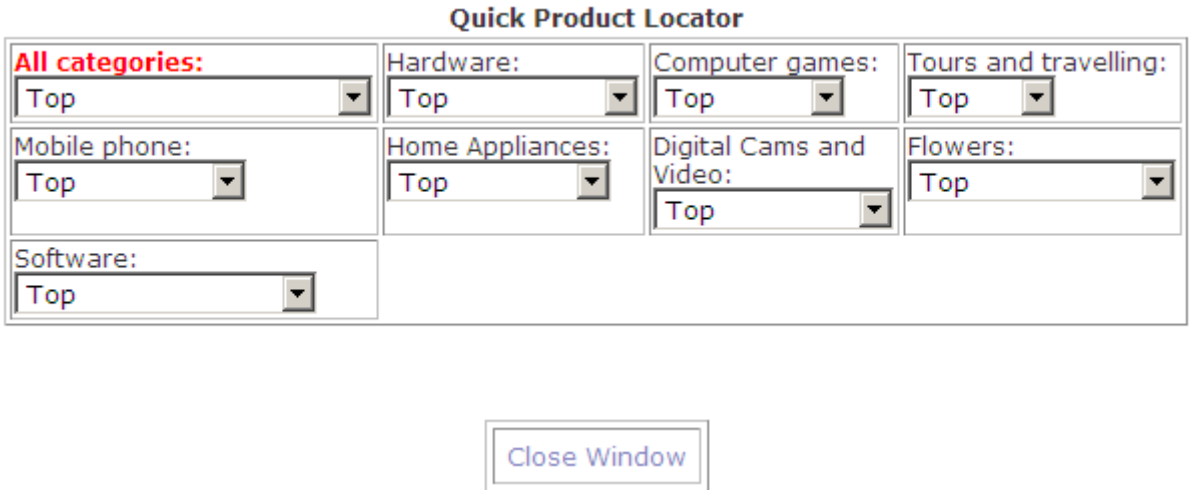
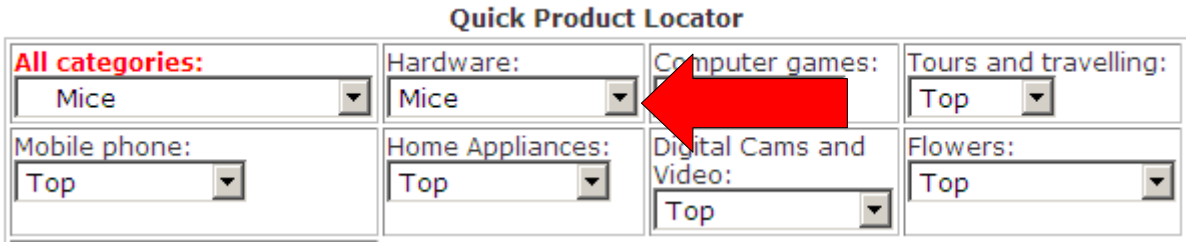
2) But the most convenient solution to find the product's ID is the **Product ID # Look-up** feature!

a) Click the **Product ID # Look-Up** link to open the **Quick Products Listing** popup window.



b) In the **Quick Products Listing** window you can find a product you are interested in. To do that, click the "***down***" arrow adjacent to the category name and select a subcategory in the dropdown list.



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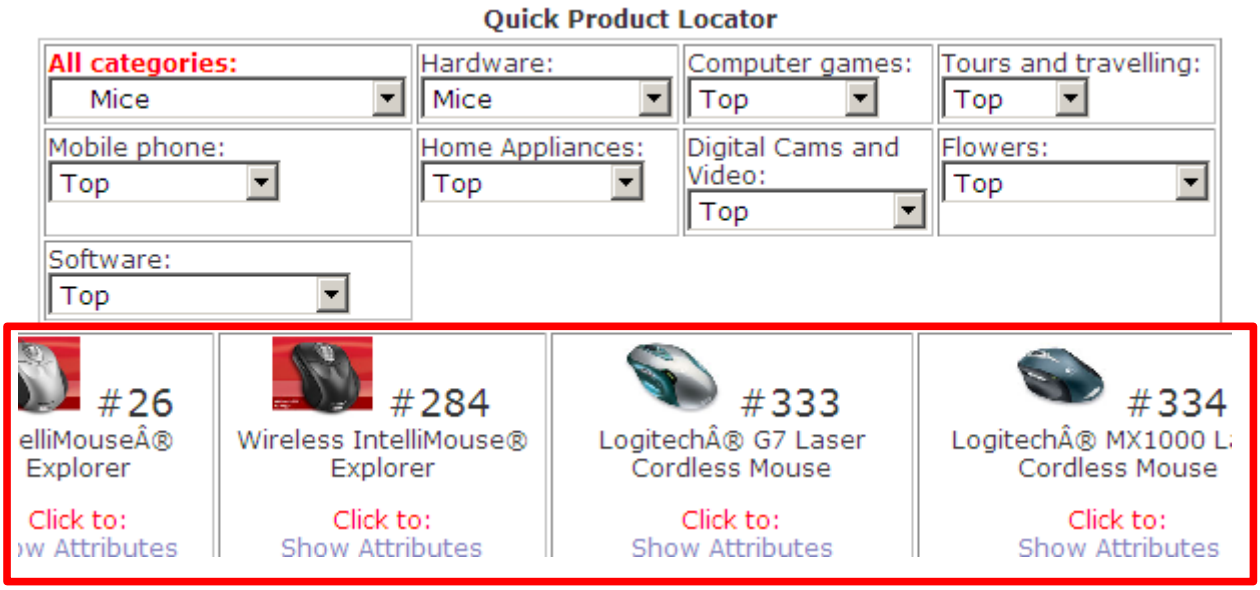
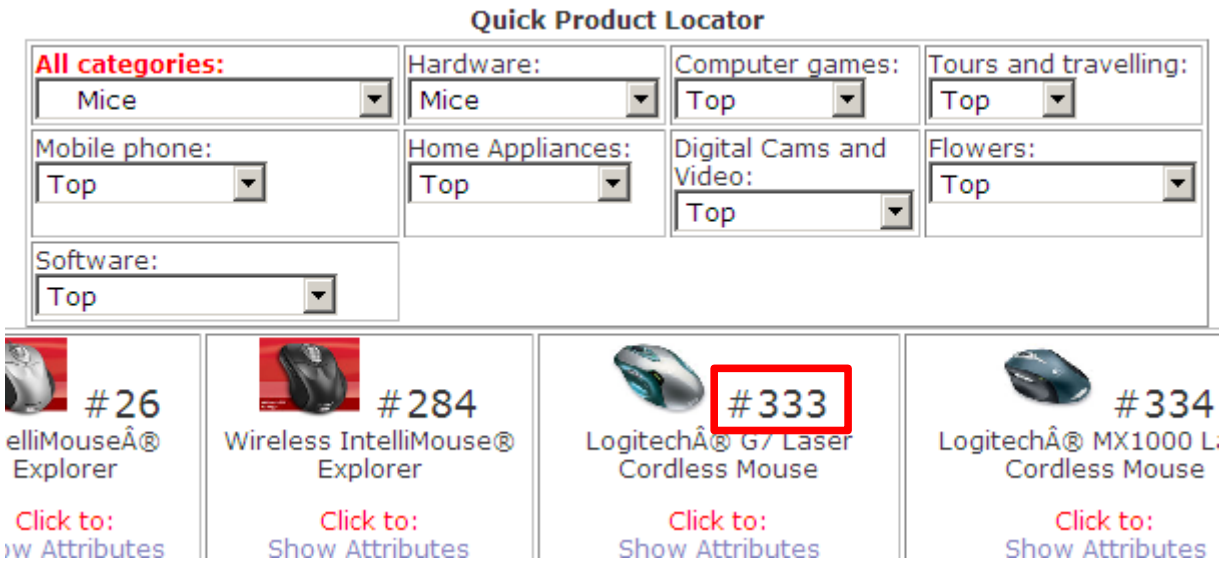
All the products belonging to the subcategory selected will be shown in the window. The ID # of a product is displayed next to the product's image.



c) You can either memorize the ID number or copy it to the clipboard.



5. Specify (paste) the product ID in the **Copy Attributes to #** field. All the attributes of current product will be copied to the product with ID specified in the field.

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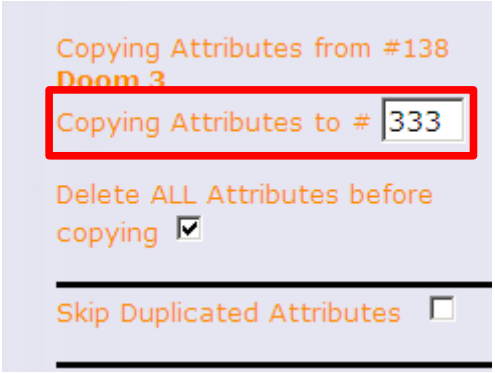

6. You can preview the attributes of current product. Select a product in the list and click the **Attributes List for Product ID # [...]** link in the right.

In the **Current Attributes** pop-up window you can preview the attributes of current product.

7. The **Delete ALL Attributes before copying** option deletes all the attributes of the "target" product automatically before copying. If you unselect this checkbox, please make sure the **Skip Duplicated Attributes** option is selected. This option allows skipping identical attributes of the "target" product so that these are not overwritten while copying and only new attributes are copied.

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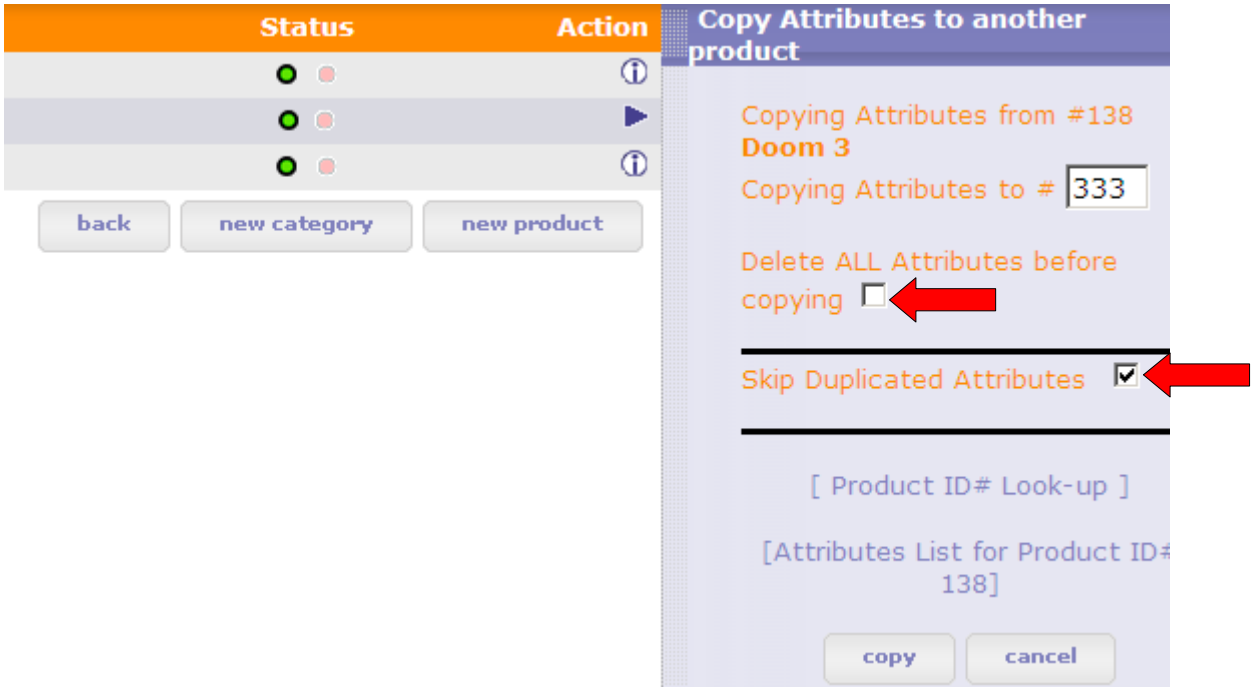

8. Click the **Copy** button to copy the current product's attributes to the “target” product.

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